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SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbie Brown
Matt Ettinger

Ethei Garlington

Espanola Jackson
Scott Madison

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NOTICE OF MEETING

Thursday, January 11, 1990

6:00 P.M.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes – December 27, 1989
- IV. Communications
- V. Report – Todd Cockburn, Executive Director (CWP) or Designee
- VI. Discussion of Childcare Facility
- VII. Discussion of Senior Escort Program/Senior Area
- VIII. Discussion of Commission Staff Position
- IX. New Business
- X. Public Comment
- XI. Adjournment



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

SF
ART AGNOS
Mayor

S72
#2

Shirley Jones
President
1/11/90

Sululagi Palega
Vice President

Bobbrie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

MINUTES
THURSDAY, JANUARY 11, 1990
6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

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JAN 29 1990

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I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Thursday, January 11, 1990 at 6:10 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: Harry Quinn, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Alex Mamak, Staff Person, CWP; Donna Bellorado, Director of Head Start Program; Ann O'Rielly, Dept. of Social Services; Karen Pierce, Coordinator of GAIN Program; Dr. Welbon, resident; Rufus Davis, BVHP Crime Abatement Committee; Willie McDowell, Staff Person, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

Commissioner Jackson moved for adoption of the December 27th minutes with necessary corrections, seconded by Commissioner Garlington and carried.



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IV. COMMUNICATIONS

- 1) Letter from Ms. Jo Sandersfeld, Director of Children Services, to Mr. DeLucchi requesting utilization of the vacant senior area.
- 2) Response to Ms. Sandersfeld from Mr. DeLucchi explaining the uncertainty of the Senior Escort Program's consolidation and the interest of the DSS in the senior area.
- 3) Letter from Catholic Charities introducing their cooperative effort with DSS (GAIN Program) and requesting consideration in occupying the senior area.
- 4) Mr. DeLucchi submitted a letter to the Board of Supervisors recommending approval of the ordinance to authorize a negotiated rental agreement of the SECF Childcare facility to Far West Lab.
- 5) Letter to Supervisor Gonzalez recommending legislation of the childcare lease.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Cockburn and Mr. Pitcher have been acquiring estimates for the lavatory fixtures in the childcare area. A double sink is being considered to accommodate the additional commode. Hopefully, construction can begin within the next two weeks.

Mr. Quinn reported that the Governmental Operations Committee did not approve the adoption of the 6-month childcare lease by the Department of Real Estate. Therefore, the lease will have to go before the full Board of Supervisors for approval.

Mr. Cockburn, Ms. Beeson and Mr. Quinn met and decided to pro-rate the Far West Lab lease for \$250, covering January 15-31.

A copy of the legislation (month-to-month rental agreement for \$1,000 per month, effective February 1st) has been delivered to the Board of Supervisors. Mr. Quinn received the insurance policy from Far West Lab and the license is expected to arrive between January 16 and 31. The state licensing person is Mr. Kevin Tom.

VI. DISCUSSION OF CHILDCARE FACILITY

Ms. Bellorado submitted a letter of apology for not being able to attend the last Commission meeting. The SFUSD will not be able to move the Head Start Program from the Burnett site to

SECF until January 12; therefore, the children/parent orientation will be held on January 16th and operation will start January 17th. (Far West Lab information was distributed for the Commissioners' perusal.)

The Head Start administration has developed an alternative option (homebase) to try to retain the federal funds for full enrollment and to await the completion of the lavatory facilities. Homebase is childcare in the homes, working with parents to teach child development by using developmental toys with the children and taking the children from their homes to one of the childcare centers for socialization with other children. This is an alternative model in which some parents choose as opposed to going to a center. There is one advocate assigned to every 10 families. The advocate visits the homes once a week, works with the families and helps them mainstream into the social system by utilizing the services available. They work with families on parenting skills and provide full medical screening for the children. The homebase children are not selected on the basis of disabilities or handicap. They are selected for example, because some immigrant families may not be comfortable with the system outside the home or because some families want to take care of their children personally.

The Head Start budget is a standard day care budget, consisting of 85% staff and 15% operation. The salaries for Head Start teachers range from \$6 to \$8 per hour for this fiscal year. There are four adults for every 40 children--total of eight. Parents are being sought (possibly GAIN students attending the Southeast Center) to work as aides. Some of the teacher's aides are volunteers and some are paid. The childcare center will consist of: a) 1 head teacher; b) 2 assistant teachers; and c) 2 aides. Records of the program's staffing pattern (positions and salary ranges) will be forwarded to the Commission.

The program meets the government regulated ratio in the classroom, however, their ideal ratio is the addition of three staff. During the past 6 years, the translation monies ran out and there are no available funds for materials. Every parent participates in the program, and if need be, there are interpreters available to assist at meetings. (Statistics on ethnic breakdown, city-wide, will be provided.)

Ms. Bellorado assured Commissioners that 8 slots will be allocated for the SFCCD students and increased, if needed. She will contact the Southeast Center to ascertain childcare needs. At present, there is approximately 50% GAIN participation. Avenues are being explored for the development of resources and acquisition of childcare slots to provide a 24-hour day care center; however, this will not be possible within the 6-month period.

Dr. Shirley Thornton, Assistant Secretary of Special Education, is responsible for overseeing all the special needs population. The Head Start Program is mandated to serve 10% of persons with special needs. If emotional disability was considered a special need, between 50-60% of the City population would be described as such.

The SECF is an ideal location to establish a model in cooperative care among school age children and the community college mothers to interact with one another, learn parenting skills and some type of training (a peer, single mothers program). The Mission and Chinatown Centers are still in operation, whereas, the BVHP, Alum Rock, Potrero Hill, Central City and Western Addition--totalling 460 families, have not been served since May of 1989. On January 16th, all 8 sites will be open.

The SECF Head Start program will start with 40 children--36 slots (50% GAIN participants) and 4 slots for SFCCD, which will not materialize until the facility is complete. The hours of operation will be 8:30-12:30 p.m. and 1-4:30 p.m. All of the 80 slots which are allocated for the BVHP community, have been filled and there is a waiting list. Far West Lab has received monies from the Mayor's Office to renovate another site, but this will not take effect until March 1st. Several years ago, over 1,200 children were served and it is Ms. Bellorado's desire to be able to secure a minimum of 1,200 children--in doing so, they will apply for additional slots in the new proposal.

At some point, Ms. Bellorado will request support from the Commission concerning inter-agency agreements (communicating and networking with other childcare centers and agencies to formulate agreements, whereby, families can receive the services available).

Commissioner Jones suggested other avenues/alternatives to explore for assistance: a) The Southeast Community Health Center for emergency care and systematic screening. Dr. Stark or Ms. Gladys Jones are the contact persons, 822-2850, 2401 Keith Street; b) The Vendor Voucher method, in that, Far West Lab could negotiate with other childcare providers who already have the facility--to have additional slots made available.

Ms. Bellorado was not knowledgeable as to whether or not Head Start regulations would permit this, but she would investigate it further; and c) Locate an agency that has a vacant space or under-utilized area to facilitate the Head Start Program.

Ms. Bellorado was confident that the moving of the staff and program into another agency's facility is acceptable.

Far West Lab is seeking delegate agencies to service those parts of the City that have not been served since May through January.

At present, there are 4 candidates and those interested in applying can contact Ms. Bellorado. Applicants will need a financial list from 1988-89; deadline for submission of report is January 19th. Mr. Pitcher asked that the Alice Griffith area (Candlestick Park) be included when aiding the childcare needs in the BVHP area. Ms. Bellorado suggested that when the next proposal is written, any testimony from the Commission regarding the aid required in underserved areas would be welcomed.

Ms. Bellorado outlined the Head Start Program's history with Far West Lab and its present structure. Its mission is to provide quality education. (Copies of the Saracraus Study will be submitted for the Commissioners' review.) Ms. Jeanna McClaughlin will be conducting a staff, homebase and parenting workshop on February 1st and 2nd, 9-5 p.m., in the SECF Community Room. Far West Lab has been lobbying for several years to acquire federal monies for infant care and there will be a hearing at Golden Gate University on January 19th, 9 a.m. to get support for childcare/infant care.

Far West Lab has not done collaborative work with other agencies regarding teenagers and substance abuse. Commissioner Jones suggested that the Bayview Foundation be contacted for assistance, 822-8400. Ms. Bellorado explained the Portfolio Review process. Mr. Don Marfield, Director of the Portfolio Review Program may be contacted to speak further on the program.

Ms. Bellorado concluded that once the program is situated in the SECF, it is her desire to hold a press conference on-site and ribbon cutting ceremony to give the program more exposure. She asked that the Commission partake in the planning of these events.

All requested information will be submitted to Mr. Pitcher for distribution to the Commission. Commissioner Jones thanked Ms. Bellorado for her presentation and asked that her staff make provisions to give updated reports to the Commission.

VII. DISCUSSION OF SENIOR ESCORT PROGRAM/SENIOR AREA

A letter was forwarded to the Mayor from the Commission regarding another meeting to discuss the Senior Escort Program and senior area. To date, there has been no response.

Mr. Quinn announced that the Senior Escort Program is, basically, abandoning the consolidation concept. The BVHP, Mission, Western Addition and Chinatown sites will be retained. The current lease at BVHP does not have to go before the Board of Supervisors for approval.

Commissioner Ettinger recommended that the Commission meet with the Mayor, prior to scheduling a Committee meeting to consider additional tenants for the senior area.

Commissioner Jones suggested that when the Mayor convenes with the Commission, several topics should be addressed: a) amount of staff to serve the BVHP community; b) required space if staff is to remain at three persons; and c) acquiring tenants to occupy the vacant area.

The Commissioners decided to meet with the Mayor before meeting with other interested agencies to negotiate for the senior area. Mr. Pitcher will contact the Mayor's Office for an appointment and Mr. Quinn will contact the Senior Escort Program as to their present status.

VIII. DISCUSSION OF COMMISSION STAFF POSITION

The job description for the Executive Director position was distributed for the Commissioners' perusal.

Mr. Pitcher suggested that due to the extensive responsibilities placed upon this position, the Executive Director and Facility Manager should be separate positions. The Executive Director would assist and work with the Commission, whereas, the Facility Manager would coordinate the activities at the facility. The Commission is the policy making body for the overall facility and the implementation of activities is the responsibility of the Clean Water Program.

Mr. Quinn clarified that the City desires to retain the authority of daily activities which would be the responsibility of the Facility Manager, under the direction of the Clean Water Program. The Executive Director will be solely responsible to the Commission. The maintenance of the facility will be handled by a City Engineer and large rentals by the Department of Real Estate. It would be difficult for the Department of Real Estate to oversee day to day usage of the community room, which entails collecting cleaning deposits and daily rentals. There needs to be a person on-site to perform these duties because the Department of Real Estate is not staffed for this.

Commissioner Brown questioned the Executive Director's salary and suggested that the position be reclassified to a lesser title. Commissioner Madison concurred that if the funds are available for an Executive Director position, it would be more advantageous to develop programs and reduce the salary for that position. Perhaps in the future, it would be appropriate to hire an Executive Director to oversee those programs and pay the recommended salary of \$40,000-\$45,000 per year.

Mr. Pitcher noted that the City wants quality service provided to the SECF Commission. The job description and pay scale have to comply with Civil Service standards, even though it is an exempt position. Civil Service sets the salaries according to the classification. (The Civil Service structure was explained and Mr. Quinn gave examples of other Civil Service positions/pay scales.)

Commissioner Ettinger suggested that a job description and salary for the Facility Manager's position be submitted. Also, changes be made on the Executive Director position. Commissioner Jones concluded that there needs to be a clear justification of the Executive Director, Facility Manager and Engineer positions with the timeframe involved in fulfilling these duties. Also, information of other job descriptions relating to the Commission and areas that still need to be covered. A meeting should be scheduled, once this information is obtained.

IX. NEW BUSINESS

Commissioner Palega met with Mr. Hardee of PG & E and they are in the process of generating a resource list. They were able to obtain agencies from every part of the City (30-40 agencies). Contacts have already begun regarding available jobs with PG & E. Applicants will be screened before being referred to PG & E.

X. PUBLIC COMMENTS

Commissioner Jackson announced that at the New Bayview Committee meeting, there will be representatives from Redevelopment and City Planning.

XI. ADJOURNMENT

A motion was made by Commissioner Garlington, seconded by Commissioner Brown and carried for adjournment. The meeting adjourned at 8:30 p.m. The next meeting will be held on January 24, 1990, 6:00 p.m.



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbie Brown
Matt Ettinger

Ethel Garlington
Espanola Jackson
Scott Madison

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NOTICE OF MEETING

Wednesday, January 24, 1990

6:00 PM

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes - January 11, 1990
- IV. Communications
- V. Report - Todd Cockburn, Executive Director (CWP) or Designee
- VI. Discussion of Childcare Facility
- VII. Discussion of Senior Escort Program/Senior Area
- VIII. Discussion of Commission Staff Position
- IX. New Business
- X. Public Comment
- XI. Adjournment



= SOUTHEAST COMMUNITY FACILITY COMMISSION
CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

SF
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1/24/90

Shirley Jones
President

Sululagi Palega
Vice President

Bobbie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

MINUTES
WEDNESDAY, JANUARY 24, 1990
6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

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I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Madison, on Wednesday, January 24, 1990 at 6:20 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Scott Madison
Commissioner Sululagi Palega

Excused: Commissioner Shirley Jones

Others Present: Harry Quinn, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Alex Mamak, Coordinator of Public Information, CWP; Rufus Davis, BVHP Crime Abatement Committee; Laroy McDonald, Business Development, Inc.; Willie McDowell, Staff Person, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

Correction of January 11, 1990 minutes, Page 2, Item V, Paragraph 2 to reflect: Mr. Quinn's report that the Governmental Operations Committee did not approve the Department of Real Estate executing a lease for more than \$500 per month.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Garlington and carried to adopt minutes as corrected.

IV. COMMUNICATIONS

No communications were submitted.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Pitcher reported that the childcare lease is before the Board of Supervisors for approval. Local contractors have been secured to install the double sink and another commode; work began the previous week. The Head Start Program has moved into the facility and is in operation, officially.

VI. DISCUSSION OF CHILDCARE FACILITY

Mr. Quinn announced that the lease for February 1st through June 30th has been on the calendar of the Governmental Operations Committee and was passed. It is scheduled for finalization by the Board of Supervisors on Monday, January 29, 1990. Mr. Quinn and Mr. Pitcher do not anticipate any problems with the approval of the lease.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Garlington and carried to accept the Executive Director/Designee and childcare facility reports.

VII. DISCUSSION OF SENIOR ESCORT PROGRAM/SENIOR AREA

Mr. Pitcher visited the BVHP Senior Escort Program and was informed that currently there is a full staff; however, it will be cut back to three (3) persons soon. The program which services the BVHP and Potrero Hill communities would like to

acquire additional slots for the seniors. These communities are very much in need of this service, but many of the residents are not aware of its existence. It is hoped that a waiting list can be established, whereas, more slots and services can be requested. At present, the program has access to two (2) vans or more, if needed. Commissioner Garlington suggested that a van be stationed in the community to transport clients immediately.

Commissioner Jackson-Sims expressed concern regarding the low staffing of three (3) persons. The number of clients that require escorts cannot be fully serviced by three persons. She suggested that a representative from the Mayor's Office visit the Senior Escort Program to see that the seniors are not totally being serviced because of the lack of staff.

Mr. Pitcher recommended that Ms. Rosia Robinson, Director of the BVHP Senior Escort Program be invited to the next Commission meeting to explain the status of the program. (Mr. Pitcher will contact Ms. Robinson.)

Commissioner Madison asked if there has been further discussion of the Catholic Charities' interest in the senior area. Mr. Quinn replied that the Department of Social Services (DSS) and Catholic Charities are awaiting the outcome of the Senior Escort Program. The DSS and Catholic Charities will be contacted as soon as a decision is made in terms of the space the Senior Escort Program will require.

VIII. DISCUSSION OF COMMISSION STAFF POSITION

Mr. Pitcher reported that staff are still in the process of developing job descriptions for the Executive Director and Facility Manager positions. He asked that this matter be deferred to the next meeting for discussion and making it the number one item of business on the agenda.

Commissioner Ettinger asked if a Facility Manager job description was also being developed. Mr. Pitcher replied that he will try to provide the need for both positions. He has been contemplating on whether or not to present one job description for both positions or to keep them separate. He has a job description prepared, but was not comfortable in presenting it at this point. He explained further the need for two positions, however, noted that it would be the final decision of the Commission.

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Jackson-Sims and carried to table this item until the next meeting.

IX. NEW BUSINESS

Mr. Pitcher asked that the Commissioners set a date for picture retakes. The negatives of the previous proofs were destroyed from the earthquake.

ACTION: A motion was made by Commissioner Madison, seconded by Commissioner Garlington and carried to have pictures retaken at the next Commission meeting.

Mr. Pitcher announced that on Tuesday, January 30th, 10:00 a.m., a tour of the Clean Water facilities will be conducted. The tour will consist of a construction project at Candlestick Park and the Oceanside Treatment Plant at the Great Highway. The Commissioners were encouraged to be present, however, if this was not convenient, other tours can be scheduled upon request.

Commissioner Madison suggested that space be located to hold small community group meetings which do not require the large community room space. Momentarily, the dining room will be used for training by SFCCD and the other meeting space (childcare area) is already occupied. Mr. Pitcher indicated that the S.F. Community College District leases the majority of space in this facility. At present, the two available spaces, under the City's jurisdiction are the community room and the vacant portion of the senior area.

Commissioner Jackson asked that when the SFCCD lease is being renegotiated, a space be reserved for the Commission's office and conference room. She was disturbed that no provisions were made to accommodate the Commission, even though space for the Commission was included in the initial planning of the facility.

Mr. Quinn noted that most of the City meeting facilities, such as, City Hall, Civic Auditorium, etc. are already reserved by other agencies and/or Commissions. To his knowledge, the City Administrative Code stipulates that there are specific locations designated for Commission meetings. As far as the SECF Commission, it is his belief that the meetings have to be held in the Southeast Community Facility. Mr. Pitcher added that the community meeting room was provided for the public meetings.

Ms. McDowell added that a larger office space would have to be secured, if additional positions are being considered. Commissioner Palega concluded that staff research the availability of space within the SECF and report back to the Commission.

X. PUBLIC COMMENTS

Commissioner Madison announced that the New Bayview Committee, Economic Development Subcommittee will be meeting on January 29th, at 7:00 p.m. in the SECF Dining Room area. This meeting will be held to discuss the new proposals submitted to the subcommittee on January 17th by the S.F. Redevelopment Agency. This large major project (\$3 million) being proposed would affect everyone. The proposal is to make this a Redevelopment survey area and subsequently, into a Redevelopment project area--from Army Street to the county line and Bayshore Boulevard to the bay.

XI. ADJOURNMENT

A motion was made by Commissioner Madison, seconded by Commissioner Garlington and carried for adjournment. The meeting adjourned at 7:20 p.m. The next meeting will be held on February 8, 1990, 6:00 p.m.



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

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Ethel Garlington

Espanola Jackson

Scott Madison

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2/7/90

NOTICE OF MEETING

Wednesday, February 7, 1990

6:00 PM

AGENDA

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FEB 6 1990

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- I. Call to Order
- II. Roll Call
- III. Approval of Minutes-January 24, 1990
- IV. Communications
- V. Report-Todd Cockburn, Executive Director (CWP)
or Designee
- VI. Discussion of Commission Staff Position
- VII. Discussion of Senior Escort Program-Mrs. Rosa Robinson
- VIII. Discussion of Commission Office Space
- IX. Discussion of Southeast Community College
- X. New Business
- XI. Public Comment
- XII. Adjournment

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Correction

CORRECTED NOTICE

The Southeast Community Facility Commission NOTICE OF MEETING previously mailed to you shows an incorrect meeting date. The actual date of the meeting is THURSDAY, FEBRUARY 8, 1990. The time and venue remain the same.

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FEB 13 1990

CITY OF SAN FRANCISCO
CITY CLERK'S OFFICE



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

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Bobbrie Brown

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Ethel Garlington

Espanola Jackson

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2/8/90

MINUTES
THURSDAY, FEBRUARY 8, 1990
6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

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FEB 26 1990

SAN FRANCISCO
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I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Thursday, February 8, 1990 at 6:25 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: Alex Pitcher, Public Affairs Manager, CWP; Alex Mamak, Public Information Coordinator, CWP; Robert Duncan, SECF Manager; Rufus Davis, BVHP Crime Abatement Committee; Rosia Robinson, BVHP Senior Escort Program Director; A.H. Casey and Phillip Bailey, Senior Escort Staff Persons; Ralph House, resident; Willie McDowell, Staff Person, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

Commissioner Madison moved for adoption of January 24th minutes, seconded by Commissioner Palega and carried.

IV. COMMUNICATIONS

No communications were submitted.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Pitcher indicated that the Economic Interests Statement that was forwarded to the Commissioners for filing, can be disregarded at this time.

The contractor has completed the work in the Childcare area and is awaiting inspection by the City Inspectors. The appointment with the City Inspector has been scheduled for Monday, February 12th.

On Tuesday, February 6th, about 8:15 p.m., there was a shooting on Oakdale and Phelps--resulting in the shattering of the bus shelter and front door window of the facility. Mr. Pitcher arrived on the scene and was confident that this facility was not the target. No one was injured from the incident.

ACTION: A motion was made by Commissioner Brown, seconded by Commissioner Garlington and carried to accept Mr. Pitcher's report.

VI. DISCUSSION OF COMMISSION STAFF POSITION

Copies of the revised draft of the Executive Director job description (consolidation of Facility Manager and Executive Director) were submitted for review. Mr. Pitcher recommended that each Commissioner study the draft, make comments and prepare to discuss it at the next meeting. Once a job description is developed, it will have to be presented to Civil Service for review and implementation of a comparable salary. The present Facility Manager does not have support staff, however, there will be a full-time secretary provided.

It was Commissioner Ettinger's understanding that two separate job descriptions will be made available. Mr. Pitcher noted that the job description is a result of comments made by the Commission; however, there is a facility manager description

available. He will mail the Facility Manager's job description to the Commissioners.

VII. DISCUSSION OF SENIOR ESCORT PROGRAM - MRS. ROSIA ROBINSON

Ms. Robinson reported that the Senior Escort Program has not seen much change. The program is still in limbo while the administration moves towards consolidation.

Some of the staff met and drafted a letter to the Chief of Police expressing serious issues and concerns, such as the seniority rights of employees in terms of transfer and the mobility of employees in terms of hiring new persons into key positions. The Chief of Police referred the letter to administration for follow-up. A response was received from Mr. David Parks and Mr. Emile De Guzman, but most of the issues were not addressed.

Ms. Robinson expressed the desire of the staff in not wanting to come under the umbrella of the Commission on Aging or the DSS. Twelve years ago, when they were under the Commission on Aging, they did not have medical benefits and every year they had to fight for jobs. Currently, they have more stability with permanent status and benefits. The affiliation with the Police Department is a good outreach component. Ms. Robinson was not familiar with the Commission on Aging's present operation, however, if they were properly budgeted for benefits, there would be no problem being under their jurisdiction.

The staff have been lobbying the Board of Supervisors to keep them abreast of the administration's actions, in that, they have not stopped the consolidation process. The staff was able to make an appointment with the Board of Supervisors. The outcome so far has been very positive. The Board of Supervisors advised the staff to continue fighting for jobs to keep district offices in operation and they would continue to block the budget until administration was in order.

The staff and Local 790 have been negotiating with administration. Administration is considering removing all staff from BVHP except one supervisor and three staff persons. Two of the staff persons are already onsite and one will be transferred from another office. Two of the BVHP employees will be transferred to escort patrol. With three persons to serve the two areas, it would be impossible to meet the demands of both the BVHP and Potrero Hill communities. The program is becoming a shuttle service and not an escort service. At present there is a full staffing of five escorts, however, by February 19th,

this will change because of the need to cut back to meet the demands of the State Escort Patrol Grant that was received. Administration has agreed, within budget, to maintain the offices that already exist; but no other monies are available at this time for new positions or offices because of the earthquake that placed the City in deficit.

Commissioner Jones asked for the percentage of drop-offs as far as lack of service compared to last year? (Ms. Robinson will furnish stats for the next meeting.)

Administration has the north and south of Market offices, the Mission office, transportation division and administration staff. All the offices have been consolidated except Chinatown, Western Addition and BVHP. Ms. Robinson explained the escort process and justification for more escorts. Commissioner Jackson-Sims questioned the term of the interim Director's position and the length of time it takes the City to hire a permanent Director. As previously mentioned, it was the desire of this Commission to open the Director position so that seniors could have an opportunity to apply.

Commissioner Ettinger stated that the SECF Commission met with the Mayor to discuss the Senior Escort Program and is awaiting a follow-up meeting. He suggested that the Senior Escort staff coordinate with the Commission prior to the follow-up meeting with the Mayor. He asked that a copy of the correspondence be sent to the Commission so they can be knowledgeable of which direction the staff is going. Commissioner Jones added that copies should also be sent to the Advisory Board. She concluded that the Commission is still supportive of the BVHP Senior Escort Program. (Ms. Robinson will forward all correspondence to Mr. Pitcher.)

VIII. DISCUSSION OF COMMISSION OFFICE SPACE

Mr. Pitcher announced that there is a report approved by the SFCCD Board of Governors to conduct a study of the entire S.F. Community College District. The study entails a consolidation of the Centers and programs. The entire structure is being reorganized and a lot of administrative positions will be eliminated. At this point, it is not known what will happen to the Centers Division and what effect this report would have on the Southeast Center. Mr. Pitcher suggested that the Commission wait for the final decision of the SFCCD Board of Governors before approaching the S.F. Community College District for space to accommodate the Commission at the Southeast Facility. (Commissioner Garlington will forward a copy of the report for the Commissioners' review.)

IX. DISCUSSION OF SOUTHEAST COMMUNITY COLLEGE

Mr. Pitcher recommended that the Commission review their ordinance in terms of the SFCCD, particularly its obligation to the Southeast Community College Center. He suggested formulating a subcommittee to conduct community meetings with faculty and staff to ascertain whether or not the enrollment is up to par and whether or not the course offerings are compatible to what the community wants. They should also devise a plan of action/strategy on how to approach this issue. Eventually, the Commission and the community will have to approach the SFCCD Board of Governors to secure programs for this community. Commissioner Jackson-Sims expressed the importance of retaining the allied health programs within the community.

It was decided that the Community Room Facility Committee, chaired by Commissioner Palega and represented by Commissioners Jackson-Sims and Brown will be the committee in charge.

X. NEW BUSINESS

All Commissioners had their pictures retaken. As soon as the two proofs are developed, they will be forwarded to each Commissioner for selection--prior to the next Commission meeting.

Commissioner Jackson-Sims asked that staff make copies of the S.F. Hazardous Waste Management Plan to send to the State for informational purposes.

XI. PUBLIC COMMENTS

No public comments were made.

XII. ADJOURNMENT

A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Brown and carried for adjournment. The meeting adjourned at 7:45 p.m. The next meeting will be held on February 28, 1990, 6:00 p.m.



SOUTHEAST COMMUNITY FACILITY COMMISSION
CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbie Brown
Matt Ettinger

Ethel Garlington
Espanola Jackson
Scott Madison

SF
S72
1

2/28/90

NOTICE OF MEETING

Wednesday, February 28, 1990

6:00 PM

DOCUMENTS DEPT.

FEB 26 1990

AGENDA

SAN FRANCISCO
PUBLIC LIBRARY

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes - February 8, 1990
- IV. Communications
- V. Report--Todd Cockburn, Executive Director (CWP)
or Designee
- VI. Discussion of Commission Staff Position
- VII. Committee Report--Community Meeting Room Committee
- VIII. New Business
- IX. Public Comment
- X. Adjournment



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

SF
S72
2
2/28/90

ART AGNOS
Mayor
Shirley Jones
President
Sululagi Palega
Vice President
Bobbrie Brown
Matt Ettinger
Ethel Garlington
Espanola Jackson
Scott Madison

MINUTES
WEDNESDAY, FEBRUARY 28, 1990
6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

DOCUMENTS DEPT.

MAR 10 1990

SAN FRANCISCO
PUBLIC LIBRARY

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Wednesday, February 28, 1990 at 6:25 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: Harry Quinn, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Alex Mamak, Public Information Coordinator, CWP; Robert Duncan, SECF Manager; Rufus Davis, BVHP Crime Abatement Committee; Teresa Canion, resident; Willie McDowell, Staff Person, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Garlington and carried to adopt the minutes of February 8, 1990.

IV. COMMUNICATIONS

Mr. Pitcher reported that the following communications were sent to the Commissioners for review:

- a) The month-to-month rental agreement with Far West Lab for the childcare facility.
- b) Memoranda concerning the Senior Escort Program-new staff assignments, rotation system for transfers, clarification of transfer policy, and job descriptions of dispatcher, crime prevention work, quality control specialist, transportation division supervisor, receptionist-secretary and escort patrol project director.
- c) Correspondence from the Senior Escort administration soliciting contributions towards the expansion of the program's computer system and informational document outlining the services that the program provides.
- d) Letter from the BVHP Senior Escort staff to Chief Jordan and the Advisory Committee listing concerns/issues with the program's operation that have not been addressed by its administration.
- e) The job description of the Facility Manager position.
- f) The proposed organizational and educational plan for the S.F. Community College District (SFCCD).
- g) The S.F. Hazardous Waste Management Plan.

Commissioner Jones received letters from Ms. Renee Arnold and Ms. Wanda Jackson to Chief Jordan regarding their transfer to walking patrol. A doctor's statement was attached with Ms. Jackson's letter indicating that she was undergoing physical therapy. (Copies of the letters will be forwarded to the Commissioners.)

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Pitcher reported that the Commissioners' pictures were available for selection and retakes could be made upon request. The contractor has completed the work in the childcare area and has passed the inspection. The front door window that was broken has been repaired.

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Jackson-Sims and carried to accept Mr. Pitcher's report.

VI. DISCUSSION OF COMMISSION STAFF POSITION

Mr. Pitcher indicated that per ordinance, the Commission is entitled to one staff person who is exempt from the Civil Service process. (There was a brief discussion of the Facility Manager, Executive Director, Administrative Assistant and Secretarial positions.)

ACTION: A motion was made by Commissioner Ettinger, seconded by Commissioner Jackson-Sims and carried to proceed with the hiring of an Executive Director whose responsibilities are to be separate and apart from those of the Facility Manager.

Mr. Pitcher will present the original job description of the Executive Director to Civil Service and report back when it can be posted.

VII. COMMITTEE REPORT--COMMUNITY MEETING ROOM COMMITTEE

Commissioner Brown reported that the Committee was asked to review the immediate needs of the Southeast Community College Center (SECCC) so that a plan of action/strategy can be developed. After discussion, it was decided that Mr. Pitcher contact the Director of SECCC to ascertain:

- a) Programs and Courses. What are the current day and evening course offerings (vocational and basic literacy)?
- b) Enrollment and Retention. What was the attendance from the beginning of the semester to the present?
- c) Service to the Community and Students. Is there a mechanism for acquiring input for desired class offerings (interest cards)?
- d) Community Involvement. Whether or not student data can be retrieved from the college according to zip code and what this reflects.
- e) Community Needs. A copy of the survey that was formerly conducted within the community to be compared with the courses that have been implemented.
- f) Outreach. Locate the resources used in communicating with the public for the recruitment of prospective students.

Mr. Pitcher and staff will compile an informational packet of the above for submission to the Commission. The Committee decided to wait for requested information before determining if the following is required: a) development of personnel; b) hold

public hearings; and/or arrange meetings with the SFCCD administration. It was also agreed that this was not the appropriate time to discuss the proposed organizational and educational plan.

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Ettinger and carried to accept Commissioner Brown's report.

VIII. NEW BUSINESS

Ms. Rosia Robinson, Director of the BVHP Senior Escort Program, informed Mr. Pitcher that the BVHP program has officially been cut back to three staff persons. To date, there has been no response to the request of the meeting with the Mayor.

Commissioner Brown suggested that a meeting be scheduled with Deputy Mayor Orr-Smith for a status report. Commissioner Brown reiterated that the BVHP staff should always communicate frequently, openly and consistently with the Commission, if assistance is desired; and not only during the time of a crisis. It was decided that Mr. Pitcher will make contact with the Senior Escort administration and staff to find out their current status.

Commissioner Madison raised the question relative to the Commission meetings he attended in January because he was not compensated for both meetings.

IX. PUBLIC COMMENTS

The following announcements were made:

- a) March 12, 4909 Third Street-Meeting with representatives of Northern California and the City to discuss community participation in recycling bins.
- b) March 13, SECF Community Room, 7:00 p.m.-Public hearing conducted by Supervisor Ward, pertaining to Head Start.
- c) March 17, SECF Community Room-Economic Development Workshop sponsored by the S.F. Redevelopment Agency.

X. ADJOURNMENT

A motion was made by Commissioner Garlington, seconded by Commissioner Brown and carried for adjournment. The meeting adjourned at 7:10 p.m. The next meeting will be held on March 8, 1990, 6:00 p.m.



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown
Matt Ettinger

Ethel Garlington

Espanola Jackson
Scott Madison

SF
S72
#1
2/8/90

NOTICE OF MEETING

Thursday, March 8, 1990

6:00 PM

DOCUMENTS DEPT.

MAR 6 1990

SAN FRANCISCO
PUBLIC LIBRARY

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes - February 28, 1990
- IV. Communications
- V. Report--Todd Cockburn, Executive Director (CWP)
or Designee
- VI. Discussion of Commission Staff Position
- VII. Discussion - Senior Escort Program
- VIII. New Business
- IX. Public Comment
- X. Adjournment



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

SF
S72
#2
3/8/90

ART AGNOS
Mayor
Shirley Jones
President
Sululagi Palega
Vice President
Bobbrie Brown
Matt Ettinger
Ethel Garlington
Espanola Jackson
Scott Madison

MINUTES
THURSDAY, MARCH 8, 1990
6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

DOCUMENTS DEPT.

MAR 23 1990

SAN FRANCISCO
CITY & COUNTY

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Thursday, March 8, 1990 at 6:20 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Excused: Commissioner Bobbrie Brown

Others Present: Harry Quinn, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Robert Duncan, SECF Manager; Rufus Davis, BVHP Crime Abatement Committee; Phillip Bailey and Aaron Casey, Senior Escort Staff Persons; Laroy McDonald, Business Development, Inc.; Willie McDowell, Staff Person, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Garlington, seconded by Commissioner Palega and carried to adopt the minutes of February 28, 1990.

IV. COMMUNICATIONS

No communications were submitted.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Pitcher reported that the City Departments are in the budget process. Mr. Cockburn will be asked to report on the budget some time in the near future. On Tuesday, March 13th, Mr. Rathbun, Mr. Quinn and Mr. Pitcher will meet to discuss repairing the door at the greenhouse facility.

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Palega and carried to accept Mr. Pitcher's report.

VI. DISCUSSION OF COMMISSION STAFF POSITION

Upon the Commission's decision to accept the Executive Director position, Mr. Pitcher is having an analysis done. He will meet with Civil Service and DPW's Personnel Director to review the job description and discuss a salary range.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Palega and carried to accept the staff position report.

VII. DISCUSSION - SENIOR ESCORT PROGRAM

As mentioned previously, Mr. Pitcher wanted to meet with the Senior Escort staff on a one-to-one basis concerning the program. He met with Mr. Emil De Guzman on March 8th and it turned out to be a very beneficial meeting. A lot of information was given, however, Mr. Pitcher did not feel it appropriate to reveal until he had an opportunity to meet with the

other employees. From his observation, a great deal of the action has been taken on hearsay and not on facts. He would like to gather all the pertinent data and, hopefully, by the next meeting be able to give a written report.

Mr. Aaron Casey reported that on March 7th, Reverend Lumpkin, former Director of the BVHP Senior Escort Program and a few staff members, reported on issues affecting the program to the Police Commission. Reverend Lumpkin has asked that an audit be performed on the program. The Police Commission was not knowledgeable of all the problems that existed. There will be another hearing on Wednesday, March 14th, 5:30 p.m. at the Hall of Justice, Room 551 and all Commissioners were invited to attend. Chief Jordan and Mr. De Guzman will be present to address the issues.

Ms. Jackson has not returned to work since her transfer because of her physical condition. Ms. Arnold reported to work on March 8th in the South and North of Market districts. Commissioner Garlington was concerned that the foot patrol personnel had no training or experience in that field. She questioned the duties of this position and its accomplishments. Mr. Casey replied that a foot patrol person is responsible for escorting seniors to their destination within an assigned area. After escorting the seniors, they are to walk the area (such as an officer walking the beat) and wait for another assignment on the walkie talkie. (A job description of the foot patrol was submitted.)

Commissioner Palega expressed that the SECF Commission, once again, was not informed beforehand of the meeting on March 7th. He recommended that once the information is received regarding the program, it should be directed to Mr. Pitcher for dissemination to the Commissioners.

There was further discussion as to whether or not it would be appropriate for the SECF Commission to attend the Police Commission meeting. Mr. Pitcher will consult with the City Attorney and notify the Commissioners of the proper procedure.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Palega and carried to have all materials pertaining to the Senior Escort Program forwarded to the Police Commission, prior to the meeting of March 14th.

Commissioner Jones asked that staff obtain the addresses of each Police Commissioner and hand deliver the material to them. Mr. Quinn suggested that the cover letter contain a statement

that the SECF Commission is available to speak to the Police Commission, if desired.

VIII. NEW BUSINESS

Commissioner Jackson-Sims announced that a consortium was formed for the Head Start Program including Potrero Hill, BVHP, South of Market, Western Addition and OMI districts. The consortium is developing a proposal to receive the grant for next year. A letter of support was requested from the Commission to assure that the program continues and the consortium receives funds for the services in this area.

Commissioner Jones noted that Far West Lab has no intention of applying for the grant. To the best of her knowledge, the only two organizations applying are: a) The Consortium, under the physical and management organization of the Health Resource Group, who is applying as the grantee because the consortium is not yet official (does not have bylaws, officers and a 501C status); and b) Economic Opportunity Council (EOC).

ACTION: A motion was made by Commissioner Ettinger, seconded by Commissioner Garlington and carried to forward a letter in support of the Consortium, on behalf of the SECF Commission.

IX. PUBLIC COMMENTS

Commissioner Jackson-Sims announced that Section "8" applications will be available on March 12th thru March 14th at the S.F. Housing Authority, 440 Turk Street.

Commissioner Jones encouraged everyone to attend the public hearing on the Head Start Program, March 13th, SECF Community Room, 7:00 p.m.

X. ADJOURNMENT

A motion was made by Commissioner Garlington, seconded by Commissioner Madison and carried for adjournment. The meeting adjourned at 7:30 p.m. The next meeting will be held on March 28, 1990, 6:00 p.m.



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

SF
S72
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3/28/90

NOTICE OF MEETING

Wednesday, March 28, 1990

DOCUMENTS DEPT.

MAR 23 1990

SAN FRANCISCO
CITY AND COUNTY

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES - March 8, 1990
- IV. COMMUNICATIONS
- V. REPORT -- TODD COCKBURN, EXECUTIVE DIRECTOR, CWP
OR DESIGNEE
- VI. DISCUSSION OF SENIOR ESCORT PROGRAM
CAPTAIN L. MINASIAN
SARGEANT D. GUSTAFSON
- VII. NEW BUSINESS
- VIII. PUBLIC COMMENT
- IX. ADJOURNMENT



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

SF
572
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3/28/90

MINUTES
WEDNESDAY, MARCH 28, 1990
6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

DOCUMENTS DEPT.

3-6-1990

SAN FRANCISCO
PUBLIC LIBRARY

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Palega, Vice President, on Wednesday, March 28, 1990 at 6:25 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Excused: Commissioner Matt Ettinger

Others Present: Harry Quinn, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Robert Duncan, SECF Manager; Rufus Davis, BVHP Crime Abatement Committee; Captain Larry Minasian and Sgt. Dennis Gustafson, SFPD-Senior Escort Program; Lucille McGee, Senior Escort Staff Person; Mike Mahoney, SFPD; Willie McDowell, Staff Person, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Garlington, seconded by Commissioner Madison and carried to adopt the minutes of March 8, 1990.

IV. COMMUNICATIONS

No communications were submitted.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Pitcher reported that the staff has been working with DPW personnel and Civil Service in developing the job specifications for an Executive Director position. It is hoped that by the new fiscal year, the position will be filled. Mr. Pitcher will keep the Commissioners informed.

The staff has also been working with the SFCCD in an effort to obtain the information that was requested by the Commissioners. About 70-75% of the requested information will be disseminated to the Committee--at which time, the Committee can schedule a meeting to review the material.

ACTION: A motion was made by Commissioner Brown, seconded by Commissioner Garlington and carried to accept Mr. Pitcher's report.

VI. DISCUSSION OF SENIOR ESCORT PROGRAM

Captain Minasian and Sergeant Gustafson were present to give an update and answer questions relating to the Senior Escort Program.

Captain Minasian reported that as a result of the 1988 audit, the program's budget was cut \$200,000 this past year. The audit reflected the lack of accountability in the district programs and the need to provide services to areas that have a higher concentration of seniors. In order to salvage jobs for all the employees, there were significant changes proposed. One of those changes was the reorganization plan (consolidation of personnel and programs into one central location).

The new plan was intended to supply a larger pool of crime prevention/escort workers at any given time. The plan was attempted and more services were provided, however, the Board of Supervisors ceased its continuation.

The administration is trying to eliminate the budget restrictions that were placed on it at the beginning of last fiscal year. This entails quite a bit of change for the employees and seniors--resulting in some opposition. Also, there are significant internal problems (disciplinary) and because these are Civil Service employees, it has been difficult to address these issues.

It was decided that the district offices that were still open (Chinatown, Western Addition, BVHP and Central) be retained. A location was being sought to house the Mission Office, but the request for funding was denied. Some of the offices that were closed for the consolidation will be reopened and equipped with a representative and/or volunteer to answer questions and address the concerns of seniors. Four of the district supervisors/coordinators were reverted back to crime prevention workers based on Civil Service regulations; however, no one was laid off.

At present, the BVHP Senior Escort Program is staffed with one supervisor and three crime prevention workers. The majority of the van pools operate exclusively in the BVHP area because of the distance the neighborhood is from where City services are provided and the expense of transporting BVHP seniors in taxi cabs. Radios have been installed in the vans to allow for better comprehensive communication. There are six vans in operation and are assigned where there is a need. The transportation component is located at 1049 Market Street and the vans are dispatched from that office. The utilization of the vans are prearranged about five days in advance and are scheduled accordingly.

The Senior Escort Program is assigned to the Police Department. The administration of the Senior Escort Program or the Police Department really has nothing to do with the hiring and promotional aspect of the program. All promotional examinations and certification of crime prevention workers is handled through Civil Service. Therefore, the validity of the hiring process is based on Civil Service regulations. If the need arises where the majority of the clients are English as a second language, then preference is given to new hires who are bilingual in that particular area, e.g. Chinese, Spanish speaking, etc. Out of the 55 employees in the program, 23 are Black.

Sgt. Gustafson and Capt. Minasian are expediting the process of filling the current temporary executive director position permanently. They have met with representatives from Civil Service on testing procedures. Captain Minasian assured that every staff member will get a copy of the Executive Director announcement in ample time to apply. The announcement will be statewide and possibly national.

Ms. McGee expressed the need to bring back the two escort workers who were transferred from BVHP. Captain Minasian explained that one of the employees underwent a physical examination by a police doctor who certified her as being perfectly able to perform the duties of a foot patrol; the other employee who was worried about working in a high risk area, works with a partner and is equipped with a portable radio (communication with dispatcher at all times). The foot patrol staff is given 80 hours of training in all facets of the job. Some of the foot patrol workers were reluctant to receive the training, however, additional training will be provided once a week. (Captain Minasian explained the foot patrol process.)

The 15 persons in the Foot Patrol Division are paid through a special grant and are placed in designated areas where most of the seniors are at risk (North and South of Market, Western Addition and the S.F. General Hospital were areas identified). Captain Minasian noted that BVHP is not considered a high risk area for seniors.

The budget for next year has already been submitted. The supplemental budget request for \$56,000 to assist with the remainder of this fiscal year (to reinstall the coordinator/supervisory positions and to pay the rents for the district offices) was denied by the Mayor's Office. Therefore, additional funding is requested monthly to pay rents at the present sites. Unless the City's budgetary process allows for new hires, the program will have to work under certain limitations. Captain Minasian suggested that the Board of Supervisors be lobbied to increase the funds to provide better services to the seniors. If the funds were available, crime prevention workers and/or senior escorts can be placed in every district in the City.

It would not be cost effective to house the program at the BVHP location. This was clarified previously in a letter submitted by Mr. De Guzman. Also, there were other considerations that had to be addressed other than rent, e.g. space in the SECF was not adequate, the location was too far from most

of the district offices and services, etc. (A breakdown of the monies allocated for various staff positions will be provided.)

The issues that were submitted by the staff to Chief Jordan have been addressed. (Captain Minasian will forward copies of the response.) There are representatives from each group, e.g. drivers, escorts, etc. who meet once a month with administration to address concerns. The Police Commission has advised the employees that there are Civil Service grievance procedures. Captain Minasian explained the grievance process and protocol. He concluded that the Senior Escort Program's main goal is to obtain as much accountability and productivity as possible.

Mr. Pitcher will forward copies of all pertinent communications to Captain Minasian.

Commissioner Palega thanked Captain Minasian and Sergeant Gustafson for their presentation; and the Commissioners and audience for their participation.

VIII. NEW BUSINESS

No new business was discussed.

IX. PUBLIC COMMENTS

No comments were made.

X. ADJOURNMENT

A motion was made by Commissioner Madison, seconded by Commissioner Garlington and carried for adjournment. The meeting adjourned at 8:10 p.m. The next meeting will be held on April 12, 1990, 6:00 p.m.



4/12/90
72
SOUTHEAST COMMUNITY FACILITY COMMISSION
CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbie Brown
Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

DOCUMENTS DEPT.

APR 9 1990

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

Thursday, April 12, 1990

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES - March 28, 1990

IV. COMMUNICATIONS

V. REPORT - Todd Cockburn, Executive Director CWP
or designee

VI. REPORT OF COMMUNITY MEETING ROOM
SUBCOMMITTEE on Community College
Program

VII. NEW BUSINESS

VIII. PUBLIC COMMENT

IX. ADJOURNMENT



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

SF
572
#2
4/12/90

Shirley Jones

President

Sululagi Palega
Vice President

Bobbrie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

MINUTES
THURSDAY, APRIL 12, 1990
6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

DOCUMENTS DEPT.

APR 24 1990

SAN FRANCISCO
PUBLIC LIBRARY

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Thursday, April 12, 1990 at 6:12 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Scott Madison

Excused: Commissioner Bobbrie Brown
Commissioner Sululagi Palega

Others Present: Harry Quinn, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Alex Mamak, Public Information Coordinator, CWP; Rufus Davis, BVHP Crime Abatement Committee; and Teresa Canion, resident.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Madison, seconded by Commissioner Garlington and carried to adopt the minutes of March 28, 1990.

IV. COMMUNICATIONS

Mr. Mamak read the communications that were submitted from Mayor Art Agnos:

a) On October 24, 1989, the Mayor signed the City Refuge Ordinance, #375-89 which became Chapter 12(h) of the Administrative Code--affirming the status of San Francisco as a city of refuge. Under this ordinance, no department, agency, commission, officer or employee of the City shall use any funds or resources to assist in the enforcement of federal immigration law or to gather or disseminate information regarding the immigration status of individuals in the City unless required by State or Federal law. It is the obligation of the Commission/City agencies to inform all employees under their jurisdiction of the prohibitions in this ordinance and to comply with all of its requirements. Failure to discharge these duties will subject the latter to disciplinary action. The Human Rights Commission is charged with enforcing the requirements of Chapter 12(h) and a letter will be sent requesting information about each department's compliance with the requirements of the ordinance. A response is needed as soon as possible because some departments have extensive federal and state compliance requirements. The HRC is prepared to provide technical assistance through the offices of the Lawyers Committee for Urban Affairs, if required. The Mayor stressed that in working together, San Francisco can be assured of maintaining its status and reputation as a human caring City.

Commissioner Jones noted that this letter is for informational purposes and perhaps should be posted. (Mr. Pitcher will have copies sent to each Commissioner.)

b) On March 20, 1990, the Mayor informed all Commissions of his commitment to bringing City Government closer to the people it serves. He encouraged all Commissioners to hold meetings in the City's neighborhoods because most residents have difficulty getting to the financial district during normal working hours. Neighborhood meetings, scheduled at times when it is convenient for working people, could help facilitate greater communication and citizen participation. To accomplish this goal, the Mayor supported Ordinance #97-90-3 which amended the Administrative Code to permit special meetings of commissions to be held in locations other than their regular meeting place. This ordinance was passed by the Board of Supervisors on February 26, 1990 and signed by the Mayor on March 5, 1990. The Mayor requested that the commissions discuss with their colleagues ways to facilitate neighborhood meetings and asked for a schedule of how each commission decides to meet his neighborhood meeting goals. The Mayor's Office is available to assist.

Commissioner Jones recommended that a letter be sent to the Mayor's Office outlining the schedule of the Commission meetings (dates, time and locations).

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Pitcher reported that Mr. Cockburn is at a conference in Boston and Commissioner Palega is out-of-town on personal business.

Staff is still working with the Civil Service classification of the Executive Director position. The Civil Service person responsible for this section has been out of the office for the past several weeks.

Mr. Pitcher will try to have the Commissioners' pictures ready as soon as possible.

Mr. Quinn was congratulated for his promotion in the Real Estate Department. He will not be able to attend the Commission meetings on a regular basis, but Mr. John Resnick will be replacing him. Commissioner Jones, on behalf of the Commission, congratulated Mr. Quinn and stated that it was enjoyable working with him.

VI. COMMITTEE REPORT - SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

Commissioner Jackson-Sims asked that the report be tabled until the next Commission meeting.

VII. NEW BUSINESS

No new business was discussed.

VIII. PUBLIC COMMENTS

No comments were made.

IX. ADJOURNMENT

A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Ettinger and carried for adjournment. The meeting adjourned at 6:30 p.m. The next meeting will be held on April 25, 1990, 6:00 p.m.



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

SF
S72
1

4/25/90

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APR 23 1990

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NOTICE OF MEETING

Wednesday, April 25, 1990

6:00 PM

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes - April 12, 1990
- IV. Communications
- V. Report - Todd Cockburn, Executive Director (CWP) or Designee
- VI. Report - Community Meeting Room Subcommittie on the Southeast Community College Program
- VII. New Business
- VIII. Public Comment
- IX. Adjournment



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

SF
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4/28/90

ART AGNOS
Mayor
Shirley Jones
President
Sululagi Palega
Vice President
Bobbrie Brown
Matt Ettinger
Ethel Garlington
Espanola Jackson
Scott Madison

MINUTES
WEDNESDAY, APRIL 25, 1990
6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

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MAY 7 1990

SAN FRANCISCO
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I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Wednesday, April 25, 1990 at 6:20 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: Harry Quinn and John Rathsam, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Alex Mamak, Public Information Coordinator, CWP; Robert Duncan, SECF Manager; Rufus Davis, BVHP Crime Abatement Committee; Laroy McDonald, Business Development, Inc.; Teresa Canion, District #7 Democratic Committee; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

Correction of April 12th minutes, Page 3, V, Paragraph 4: Person replacing Mr. Harry Quinn at the Commission meetings will be Mr. John Rathsam (not Resnick). A motion was made by Commissioner Garlington, seconded by Commissioner Palega and carried to adopt the minutes of April 12, 1990.

IV. COMMUNICATIONS

Mr. Pitcher reported that the following communications were submitted for the Commissioners' perusal:

- a) Materials from the Mayor's Office to each City Commissioner, including a directory of all Commissions and schedule of regular meetings.

Commissioner Brown questioned the titles used in the SECF Commission listing--reflecting Chair and Vice Chair instead of President and Vice President. Commissioner Jones asked for a correction on the SECF Commission's meeting schedule to include the second monthly meeting (fourth Wednesday). Mr. Pitcher will notify the Mayor's Office to make the necessary corrections.

- b) An article in the San Francisco Business Times in reference to the SECF greenhouse tenants, Decorative Plant Service Co.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Pitcher stated that CWP and DPW personnel are still working on developing a job description for the Executive Director position.

Far West Lab tenants in the childcare area are doing well. They have not given an official termination notice in terms of their lease after June 30th. However, the Head Start Program is only for nine (9) months and the contract will automatically expire in September. The Real Estate Department initially tried to secure a 12-month lease for Head Start and full session for next year. It is assumed that the Far West Lab funds for the lease will be exhausted by the end of June.

Mr. Quinn introduced Mr. John Rathsam.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Garlington and carried to accept Mr. Pitcher's report.

VI. REPORT - COMMUNITY MEETING ROOM SUBCOMMITTEE ON THE SOUTHEAST COMMUNITY COLLEGE PROGRAM

Commissioner Palega reported that the subcommittee met on April 11th with Ms. Patricia Walton and Mr. Maxwell Gillette of the S.F. Community College District (SFCCD). The Southeast Community College Center (SECCC) will be conducting a community survey regarding programs at SECCC. At present, it is not known which direction the SFCCD will take as far as the reorganization plan. There will be changes, however, Mr. Gillette and Ms. Walton were not able to disclose them at this time.

Mr. Gillette gave an update of the current status of the District and its limited funding. Ms. Walton indicated that the BVHP residents are not aware of the SECCC's existence and course offerings. A lot of issues were discussed at the meeting--some were addressed and others are awaiting a response. The Allied Health consolidation (Southeast and John Adams Centers) was discussed briefly.

Mr. Mamak will be working with Ms. Walton in accumulating information about the SFCCC, marketing in terms of the media to assist with promoting the programs, and reporting back to the Commission their findings.

A video tape of the SECCC programs was shown to the full Commission. There was a discussion on alternate ways in which to increase the enrollment at SECCC:

- a) Placing a freeway sign noting the existence and location of the college. It was mentioned that a certain number of enrollees is required to be eligible for a freeway sign (about 4,000 students).
- b) Contacting DPW for billboards throughout the City to advertise the SECCC programs.
- c) Announcing the course offerings on educational television networks.
- d) Creating programs that would meet the needs of the community, e.g. automotive, horticulture, etc.
- e) Developing an application that will not intimidate applicants, e.g. sexual preference.
- f) Offering credited courses in the Centers Division, as opposed to noncredit.

Mr. Pitcher explained that the SFCCD is divided between the Centers Division (noncredit) and City College (credited). With the merging and reorganization plan being implemented, most of the courses will be credited.

Mr. Pitcher suggested that the SECF Commission hold an open forum and have BVHP residents give testimony as to why there is low community participation at this facility--perhaps due to course offerings, instruction, etc. Commissioner Palega added that the forum could generate innovative methods to use for motivating residents to attend the SECCC. After all the information is collected concerning the community needs, it should be presented to the SFCCD. The Commission should support the community as far as the SFCCD giving some priority/consideration to the courses desired by the BVHP residents.

Commissioner Brown reported that the Culinary Program will not begin until January or February of 1991. She expressed concerns regarding the Allied Health Program, in that, John Adams has a 95% ratio of graduates with state license versus SECCC's low ratio of 14 graduates (about 25-30%). She questioned why the SECCC Allied Health Program's ratio was low, when in fact, both centers have the same curriculum. The consolidation of both programs and usage of both facilities would enable the entire program to have a higher success rate.

Commissioner Ettinger questioned if the cutbacks will affect the Culinary Program. Commissioner Palega replied that monies have already been identified specifically for that program and, therefore, it should not be affected. Ms. Walton is in the process of meeting with Mr. Rathbun of Decorative Plant Services to discuss the possibility of linking a Horticulture Program with the greenhouse.

Mr. Pitcher announced that there are statistics available reflecting the current SFCCD, Centers Division. Commissioner Palega gave a breakdown of the District's enrollment, the ethnic population, age groups, and types of courses being offered (academic and occupational). Commissioner Brown added that a statistical data is also provided of the geographical areas being served by this facility.

Commissioner Jones suggested that the full Commission meet with the SFCCD administration. It is the responsibility of the Commission to increase the enrollment at SECCC. There are BVHP residents that are attending other centers and taking courses that could easily be offered at this facility.

Commissioner Brown stated that on behalf of the subcommittee, they would like to request an open forum and a proactive approach. The information needs to be circulated throughout the neighborhood and a series of community meetings arranged. Mr. Pitcher noted that it is the call of the subcommittee to make recommendations as to the style and nature of the community meeting and the full Commission to set the stage. Commissioner Palega suggested discussing the type of system to be used and type of information to be collected at the forum. Commissioner Jones recommended that the subcommittee meet with Ms. Walton and Mr. Pitcher to form a structure and tentative dates. It is hoped that the community meeting can be held before the semester ends (by the latter part of May) and that the subcommittee schedule a meeting prior to the next regular Commission meeting.

Commissioner Palega thanked Commissioners Jackson-Sims and Brown for their attendance at the subcommittee meeting.

VII. NEW BUSINESS

Commissioner Jones announced that the RFP for the Head Start Program went back out for bid. The two organizations that had submitted RFP's were denied. The RFP's should be out by the first of May and the contract is expected to be awarded sometime in late June or early July.

Far West Lab has not come forward to express their interest; however, they did send a letter during the first RFP process indicating that they were not interested in applying for the grant.

The contracts are awarded for a period of four (4) years and the proposed grantee for the consortium has offered to be the grantee for one year. The Department of Health and Human Services (HHS) have concerns because they are looking for a lifetime grantee.

Commissioner Jones expressed that all measures should be taken to prevent the childcare facility from becoming vacant. It should be made known to whoever takes over the Head Start and becomes the grantee that the SECF childcare area is available for occupancy.

The Economic Opportunity Council (EOC), who was the first grantee for the Head Start Program, did submit an RFP for the

grant and it was also returned. The particulars are not known, however, the consortium is planning to have an audience with HHS to obtain an explanation of what was wrong with the proposal.

In the past, there have been many problems with the grantees of San Francisco which resulted in new requirements being instilled in the RFP's. All monies allocated for Head Start has to be divided between ten (10) regions.

VIII. PUBLIC COMMENTS

Mr. Laroy McDonald commented that the SFCCC's enrollment has always been an issue of concern for most of the neighborhood agencies. There are organizations in the process of establishing programs to enhance the enrollment at this facility.

IX. ADJOURNMENT

A motion was made by Commissioner Garlington, seconded by Commissioner Brown and carried for adjournment. The meeting adjourned at 7:40 p.m. The next meeting will be held on May 10, 1990, 6:00 p.m.



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

SF
S72

Shirley Jones

President

Sululagi Palega
Vice President

Bobbrie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

5/10/90

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NOTICE OF MEETING

MAY 7 1990

Thursday, May 10, 1990

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AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES - April 25, 1990
- IV. COMMUNICATIONS
- V. REPORT - Todd Cockburn, Executive Director CWP, or designee
- VI. REPORT - Community Meeting Room
Subcommittee on the SE Community College
Program
- VII. NEW BUSINESS
- VIII. PUBLIC COMMENT
- IX. ADJOURNMENT



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

M I N U T E S
THURSDAY, MAY 10, 1990
6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

DOCUMENTS DEPT.

MAY 24 1990

SAN FRANCISCO
PUBLIC LIBRARY

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Thursday, May 10, 1990 at 6:35 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: John Rathsam, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Alex Mamak, Public Information Coordinator, CWP; Rufus Davis, BVHP Crime Abatement Committee; Laroy McDonald, Business Development, Inc.; Harold Brooks, resident; Willie McDowell, Staff Person, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Garlington, seconded by Commissioner Ettinger and carried to adopt the April 25, 1990 minutes.

IV. COMMUNICATIONS

Mr. Peter Jamero of HRC submitted a letter requesting information from the Commission in reference to the City Refuge Ordinance. As previously mentioned, HRC is responsible for monitoring departmental compliance with this enacted ordinance. Questions can be directed to Mr. Richard Norton at 558-4901.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Pitcher spoke with Far West Lab personnel to ascertain the status of the program after the month of June. Far West Lab has not made any indication at this time that they are considering submitting a proposal for the grant. However, they have agreed to retain the lease contract for the months of July and August--until a new operating agency is selected. Mr. Pitcher asked that the topic of Far West Lab's lease be placed on the agenda for discussion at the next Commission meeting.

Commissioner Jones announced that the deadline for submittal of RFP's is June 26, 1990. The awarding of the contract should take place by July 16, 1990. The two organizations that were rejected did receive a letter of explanation. It is not known at this time which agencies are applying for the grant, but it seems that not too many agencies are interested in bidding for the \$3.5 million contract. Mr. Pitcher indicated that the Head Start Program is one of the most difficult programs to administer and operate. He was supportive of the consortium (consisting of day care operators) and felt that they would be the most qualified to operate the Head Start Program.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Brown and carried to accept Mr. Pitcher's report.

VI. REPORT - COMMUNITY MEETING ROOM SUBCOMMITTEE ON THE SOUTHEAST COMMUNITY COLLEGE PROGRAM

Commissioner Palega reported that the subcommittee met on May 9th with Mr. Maxwell Gillette and CWP staff. The CWP staff in a coordinated effort with SFCCD staff recommended June 6th at 7:00 p.m. to hold the community meeting (a draft of the notice was available for review). Commissioner Jones asked for revisions on the notice, under Purpose of Meeting, 2nd paragraph to read: Does the Center meet your current...; add pro and con questions with appropriate language, such as, Is the college itself meeting the standards of the expectations of the community? If not, what changes would you like to see?

Commissioner Palega noted that the purpose of this hearing is to generate a positive dialogue as to the types of programs this community desires and to be able to approach the SFCCD in obtaining quality programs for this facility. SFCCD representatives will be at the public hearing. The agenda will include a viewing of the video tape of SECCC programs and discussion of types of course offerings and schedules that will address the needs of the target population (all facets of education/training).

It was estimated that about 10,000 mailers are needed to cover the BVHP area (approximate cost was provided). Mr. Pitcher suggested that aside from the notices being sent to all BVHP residents, perhaps certain individuals could be identified and solicited to give testimony. Commissioner Jones asked that a cover letter accompany the notice explaining the rationale for holding this meeting. (Mr. Pitcher will have a letter drafted)

A member of the SECCC Advisory Board, Ms. Catherine Koechlin was present at the subcommittee meeting and expressed her concern in the relocation of the allied health programs. She stated that students were being told that the allied health programs are not being offered at this facility and interested persons should apply at John Adams Center. Commissioner Garlington clarified that the allied health courses will be divided between Southeast and John Adams Centers. Commissioner Palega added that the last nursing class at the SECCC graduated this month, and at present, there are no allied health courses at this facility. Mr. Gillette suggested that a sign-up roster be established for the allied health program because there has not been a final decision on where the courses will be held.

The SFCCD is an open-entry, open-exit system--operating on a first come, first serve basis. It might be incumbent upon this Commission to alert the community that when the courses are available to apply early to assure a slot when classes open. Mr. Gillette will check on the ramifications for giving priority to applicants in the immediate area, however, he felt this might be illegal.

Currently, the SECCC is offering a program dealing with the high school dropout. This program prepares the student to acquire a GED and mainstream into some type of vocational training. The program is very successful and has good enrollment and retention

Commissioner Brown reported that it was announced that in the Spring semester, a Paramedic training will be held at this facility. Also, Mr. Gillette did express that the SECCC needs more exposure, convenient time schedules for classes, and waiting lists for classes so that when one becomes full, another class can start--to avoid turning away prospective students.

It was agreed by the full Commission to hold the public hearing on June 6, 1990 at 7:00 p.m. Notices will be revised as requested with a cover letter and disseminated to all pertinent sources.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Ettinger and carried to accept the subcommittee report.

VII. NEW BUSINESS

Mr. Rathsam introduced the Code Enforcement and Rehabilitation Fund (CERF) Loan Program. These funds are monies that have been returned to the State of California to assist homeowners who have lost their tax status/tax exemption with the State by means of not bringing their property up to code. The City uses these funds to assist people who cannot get financing elsewhere or have a difficult time making payments on loans (low-income, elderly or disabled persons).

Mr. Rathsam asked that the Commission assist in outreach to the community regarding the loan and services available, primarily to residences with light hazards, such as bad electrical wiring, repairing of stairs and roofs, etc. The maximum loan is \$5,000 and are interest free. The loan is for 20 years or until such time as the property is sold or the title changes (a deed of trust/lien will be placed against the property). The loans can be paid off at any time and there are no penalties. The procedures for applying for the loan were explained and brochures distributed.

The Mayor's Office has another loan called Community Housing Rehabilitation Program (CHRP) for \$25,000 with an interest rate of 3%. This program allows for rehabilitation/remodeling of property. (Mr. Rathsam will provide literature on the CHRP loans.)

VIII. PUBLIC COMMENTS

No public comments were made.

IX. ADJOURNMENT

A motion was made by Commissioner Madison, seconded by Commissioner Palega and carried for adjournment. The meeting adjourned at 7:45 p.m. The next meeting will be held on May 23, 1990, 6:00 p.m.

SOUTHEAST COMMUNITY FACILITY COMMISSION

May 23, 1990

The Agenda of this meeting is missing.



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

M I N U T E S
WEDNESDAY, MAY 23, 1990
6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

DOCUMENTS DEPT.

JUN , 1990

RECORDED AND INDEXED

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Wednesday, May 23, 1990 at 6:17 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: John Rathsam, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Alex Mamak, Public Information Coordinator, CWP; Rufus Davis, BVHP Crime Abatement Committee; Willie McDowell, Staff Person, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

Commissioner Madison questioned the omission of an item that was suggested in the May 10th minutes to be placed on this agenda, "Discussion of the Far West Lab's Lease." Mr. Pitcher replied that at the time the agenda notices were prepared, the minutes were not available; and as a result, this topic was overlooked.

Commissioner Madison moved for the adoption of the May 10th minutes, seconded by Commissioner Garlington and carried.

IV. COMMUNICATIONS

No communications were submitted.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

The following items were available for the Commissioners' review and/or approval:

- a) The revised notice announcing the June 6th public meeting;
- b) letter to be disseminated by May 26th to all residences within the 94124 area;
- c) a preliminary list of 45 officials who will be invited to address the community; and
- d) letters of invitation to be signed by President Jones on behalf of the Commissioners.

The invitations contained the maximum time of ten minutes for each speaker (exception of the Mayor), the six basic topics of discussion, and interested speakers to contact Mr. Pitcher in advance. Commissioner Garlington opposed the ten-minute limit and felt that less time would be sufficient. Mr. Mamak suggested that the time limit be controlled by the person chairing the meeting. Mr. Pitcher concurred and added that the Commission can regulate the maximum time according to the number of show.

Mr. Mamak reported that packets will be provided for attendees (containing the agenda and structure of the meeting). Posters and fliers have been printed for posting and circulation. 3,000 fliers have been sent to the SECCC students and additional fliers will be sent to community organizations and churches.

Mr. Gillette had submitted names of four SFCCD representatives to invite, in addition to the Director of SECCC. He requested permission to set up a display for SFCCD materials and to show the SECCC video.

ACTION: A motion was made by Commissioner Ettinger, seconded by Commissioner Garlington and carried to approve the letters and fliers for the public meeting.

The Commissioners made the following suggestions and recommendations in preparation for the public meeting:

- a) Send fliers to other SFCCD Centers.
- b) Devise and forward letters to neighborhood churches requesting that an announcement be made during church service.
- c) Invite the Chair of the Ministers' Alliance, the President of the SFCCD Board of Governors, and Mr. Edward Hamilton, Instructor of the SFCCD Hospitality/Culinary Program.
- d) Notify Mr. Pitcher of persons or organizations desiring to make presentations.
- e) Seek radio stations to broadcast the meeting.
- f) Place announcement in the Sun Reporter and Independence Newspapers.
- g) Make follow-up calls to all recipients of the invitation.
- h) Develop cards for persons desiring to speak.
- i) Designate one college official to make presentation, namely President Bancroft (other representatives can respond to questions).
- j) Allow Ms. Walton the opportunity to speak on behalf of the SECCC.

Mr. Pitcher clarified that the college officials will decide among themselves who will make the presentation. It is not for the college officials to speak in the interest of the Commission, but to get people involved in the community college.

Mr. Pitcher suggested that President Jones be the moderator of the meeting. Also, that seating arrangements be provided for the SFCCD representatives. The tentative agenda will be:
a) Remarks from the Mayor if he is present; b) Open remarks/presentation by President Bancroft; c) Showing of the SECCC video by Mr. Gillette; and d) comments from public officials and audience who submitted cards. Commissioner Jones will assist in finalizing the agenda.

Commissioner Brown reported that it was announced on channels 7 and 2 the City's involvement in displaying signs for various areas, e.g. Chinatown, North Beach and Fisherman's Wharf. She questioned why it was difficult acquiring a sign for the SECF. Commissioner Jackson-Sims noted that the issue of signs has only been pursued by the college (for the SECCC) and not by the Commission for the facility. (Mr. Pitcher will follow-up on the signs and report back at the next meeting.)

Commissioner Garlington inquired about the Commissioner's pictures. The photographer has not produced the retakes and when they become available, the pictures and plaque will be mounted.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Brown and carried to accept Mr. Pitcher's report.

VI. REPORT - COMMUNITY MEETING ROOM SUBCOMMITTEE ON THE SOUTHEAST COMMUNITY COLLEGE PROGRAM

No report was given.

VII. DISCUSSION OF NEW PROGRAMS - JOHN RATHSAM

As mentioned in the previous meeting, Mr. Rathsam will furnish information on the Community Housing Rehabilitation Program (CHRP). A map of designated areas in need of assistance (the BVHP Neighborhood Strategy Area) and information on the CHRP loans were distributed and explained.

Mr. Rathsam believed that the strategy boundaries were instituted by researchers in the City Planning and Public Works Departments. Many of the areas not included could be due to industrial/commercial buildings not in need of rehabilitation or residents not wanting to be a part of this area. There are maps for the other nine areas and information on loan programs outside the boundaries that can be obtained upon request.

Mr. Rathsam will contact the Redevelopment Agency for brochures on vacant lots and will provide information on the City-wide Rehabilitation Program (strictly for senior citizens and disabled persons).

VIII. NEW BUSINESS

Mr. Pitcher received a request from the SFPD for utilization of the SECF Community Room to conduct the Police Commission's meeting--in keeping with the Mayor's request of holding Commission meetings in the communities. The Police Commission meeting will be held on Wednesday, July 25th (note: changed to June 27th) at 5:00 p.m. Mr. Pitcher felt it would be a good gesture for the SECF Commission to attend, even though their meeting will be held that same evening. He asked that the Commissioners consider his suggestion and perhaps make a decision at the next meeting. He will obtain the agenda for the Police Commission meeting.

Commissioners Jackson-Sims and Garlington felt that since the Police Commission meeting is at 5:00 p.m., the SECF Commission meeting can still take place. Commissioner Madison asked that the Commissioners consider forwarding a letter to the Police Commission requesting that they address issues of interest to this community and publicizing their meeting. There was further discussion as to whether or not it was appropriate for the SECF Commission to address the Police Commission's agenda.

IX. PUBLIC COMMENTS

Commissioner Jones announced that the Mayor's Office of Housing Community Development (OCD) Advisory Board is holding a public hearing on Wednesday, May 30th in the SECF Community Room, at 6:00 p.m. The Mayor will be present and all Commissioners were encouraged to attend.

Commissioner Garlington asked to be excused from the next Commission meeting. Commissioner Jones announced that Ms. Walton achieved her doctorate degree.

ACTION: A motion was made by Commissioner Brown, seconded by Commissioner Palega and carried to send Ms. Walton a congratulatory message.

X. ADJOURNMENT

A motion was made by Commissioner Palega, seconded by Commissioner Madison and carried for adjournment. The meeting adjourned at 7:20 p.m. The next meeting will be held on June 14, 1990, 6:00 p.m.



90
 =SOUTHEAST COMMUNITY FACILITY COMMISSION
 CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
 Mayor

Shirley Jones
 President

Sululagi Palega
 Vice President

Bobbie Brown
 Matt Ettinger

Ethel Garlington
 Espanola Jackson
 Scott Madison

NOTICE OF MEETING

THURSDAY, JUNE 14, 1990
 6:00 P.M.

DOCUMENTS DEPT.

JUN 14 1990

PUBLIC COMMENT

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES - May 23, 1990
- IV. COMMUNICATIONS
- V. REPORT - Todd Cockburn, Executive Director, CWP, or designee
- VI. DISCUSSION - Head Start Program in the Child Care Facility
- VII. DISCUSSION - Recap of Public Meeting on the Southeast Community College Center held June 6, 1990
- VIII. DISCUSSION OF NEW PROGRAMS - John Rathsman, S.F. Real Estate Department
- IX. NEW BUSINESS
- X. PUBLIC COMMENT
- XI. ADJOURNMENT



SF
S72
#2
6/14/90

SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown
Matt Ettinger

Ethel Garlington
Espanola Jackson
Scott Madison

~~MINUTES~~
THURSDAY, JUNE 14, 1990
6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

DOCUMENTS DEPT.

JUN 25 1990

SAN FRANCISCO
PUBLIC LIBRARY

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Thursday, June 14, 1990 at 6:35 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones

Excused: Commissioner Ethel Garlington
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: John Rathsam, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Alex Mamak, Public Information Coordinator, CWP; Rufus Davis, BVHP Crime Abatement Committee; Dr. Patricia Walton, Director, SECCC; and Willie McDowell, Staff Person, CWP.

III. APPROVAL OF MINUTES

Commissioner Ettinger moved for the adoption of the May 23rd minutes, seconded by Commissioner Jackson-Sims and carried.

IV. COMMUNICATIONS

No communications were submitted.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

The Commissioner's pictures are being enlarged and should be ready by June 19th.

VI. DISCUSSION - HEAD START PROGRAM IN THE CHILDCARE FACILITY

Mr. Pitcher spoke with Dr. Bellorado of Far West Lab to find out the status of the Head Start Program. Head Start has allocated monies for Far West Lab's rent for July and August. ACYF is the federal agency that will select a grantee by July 15, 1990 to operate the programs. If per chance that ACYF has not made a selection by that date, an agreement has been made with Far West Lab to continue the lease for another year. The lease will have to be renegotiated with the understanding that the decision will be forthcoming from ACYF.

ACTION: A motion was made by Commissioner Brown, seconded by Commissioner Ettinger and carried to accept Mr. Pitcher's report.

VII. DISCUSSION - RECAP OF PUBLIC MEETING ON SECCC, JUNE 6, 1990

A draft of the public meeting was made available. Mr. Pitcher asked that the Commissioners review the draft and make comments at the next meeting. The Independent Newspaper carried an article about the meeting. It was decided by the Commission to table the draft for discussion until the next meeting.

Dr. Walton announced that she will be on sabbatical leave in the Fall semester and would like the opportunity to address certain issues at this time. She gave a brief history of her tenure with the SFCCD and the concerns during her move to this area: a) this facility was in the planning stages and it was not known if the SFCCD would occupy it; b) trying to work with a limited budget; and c) trying to increase the staff morale.

Commissioner Ettinger questioned the enrollment process: are there counselors assigned, is there career guidance available and what type of follow-up is done for retention.

Dr. Walton reported that she has had to prepare for the transition to this facility with limited staffing. The capacity at the old site was much smaller than this and even if there was a large influx of students during the beginning of the move, there was not enough furnishings to accommodate them--until the latter part of 1987.

One of the issues that was mentioned at the public meeting was the lack of information received by the community. The SECCC has a viable community advisory board consisting of at least 30 active participants. This group meets monthly to discuss communications and give input to the curriculum. They are given the task of making sure that fliers and brochures circulate throughout the community.

In addition, the college has interaction with corporations, such as PG & E and Chevron. In efforts to assure that there is adequate exposure to the community, 110 groups have been accommodated through the college and its usage. Monies allocated to SECCC from Private Industry Council (PIC) makes it imperative that there is affirmative action in each of the course offerings, instructors and support staff--reflecting the community.

The SFCCD mainstreams over 10,000 disadvantaged minority persons into the workforce. At the SECCC more than 4,000 students have been employed and half were BVHP residents. Every effort has been made at the SECCC to hire community residents, however, the college is restricted because they are under Civil Service regulations.

Information was distributed to the Commission regarding the schedule of course offerings at the SECCC (1986-1989). Even though the SECCC does not have a high enrollment of BVHP residents, it has an average class size of 25+ students. It has a joint effort with Young Community Developers in advertising and job placement; and it has youth involvement through SFUSD's "Project Stay in School" (about 100 participants, 16-18 years of age).

The District has been supportive of the SECCC in granting more state-of-the-art equipment than any other center. It has the largest number of computers (56) and software, 100 new IBM typewriters and new sewing machines. The reference library is expected to be in place during the Fall semester. It would be difficult to offer an auto repair program because this building was not designed for that. Saturday classes were not offered at this time because of the limited amount of monies available.

Commissioner Jones expressed that it is the intention of this Commission for community representatives to meet with the subcommittee and form a community group. It is hoped that Dr. Walton will be at the next meeting, however, if she cannot, then someone from her staff should work with the subcommittee and community group in trying to resolve some of the issues. Dr. Walton was asked to submit a written presentation focusing on the issues and statistical data of allied health graduates.

(A letter will be sent to appropriate SFCCD staff requesting representation at the next meeting.)

Dr. Walton appreciated working with the Commission and commended them on their accomplishments. She was very optimistic in the growth and development of the SECF. Mr. Pitcher thanked Dr. Walton for her cooperation with the City in sharing the space.

VIII. DISCUSSION OF NEW PROGRAMS - JOHN RATHSAM

Mr. Rathsam reported on the City-wide Rehabilitation Program for senior citizens and disabled persons who are homeowners. Loans are given with deferred payments for up to 10 years for renovations and an extension of another 10 years if desired. The maximum loan is \$20,000 with an interest rate of 3% and a lien of trust against the property. Applications are available through the Mayor's Office. Mr. Rathsam encouraged everyone to take advantage of this opportunity and inform interested persons. Information for first time home buyers will be provided at the next meeting.

ACTION: Commissioner Jackson-Sims moved to accept Mr. Rathsam's report and carried by the full Commission.

IX. NEW BUSINESS

Ms. Cheryl Towns is exploring the possibilities of installing signs throughout BVHP--directing people to this facility. (The letter that was sent to the traffic engineer was provided.)

X. PUBLIC COMMENTS

No comments were made.

XI. ADJOURNMENT

The meeting adjourned at 8:35 p.m., after going into private session to discuss personnel matters. The next meeting will be held on June 27, 1990, 6:00 p.m.



SE SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown
Matt Ettinger

Ethel Garlington
Espanola Jackson

Scott Madison

NOTICE OF MEETING

WEDNESDAY, JUNE 27, 1990

6:00 P. M.

DOCUMENTS DEPT.

JUN 25 1990

SAN FRANCISCO
PUBLIC LIBRARY

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES - June 14, 1990
- IV. COMMUNICATIONS
- V. REPORT - Todd Cockburn, Executive Director, CWP, or designee
- VI. DISCUSSION - Recap of Public Meeting on the Southeast Community College Center held June 6, 1990
- VII. DISCUSSION OF NEW PROGRAMS - John Rathsman, S.F. Real Estate Department
- VIII. NEW BUSINESS
- IX. PUBLIC COMMENT
- X. CLOSED SESSION - Personnel Matter
- XI. ADJOURNMENT



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

1/90

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown

Matt Ettinger

Ethel Garlington
Espanola Jackson

Scott Madison

MINUTES

WEDNESDAY, JUNE 27, 1990

6:00 P. M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Wednesday, June 27, 1990 at 6:10 p.m.

II. ROLL CALL

Commissioners

DOCUMENTS DEPT.

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

JUL 12 1990

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Excused: Commissioner Ethel Garlington

Others Present: Todd Cockburn, Executive Director, CWP; John Rathsam, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Alex Mamak, Public Information Coordinator, CWP; Rufus Davis, BVHP Crime Abatement Committee; Laroy McDonald, Business Development, Inc.; Willie McDowell, Staff Person, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

Commissioner Madison asked for a correction on the June 14th minutes to reflect that he was present. A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Madison and carried to adopt the minutes with the necessary correction.

IV. COMMUNICATIONS

A letter was submitted from Mr. Richard Evans, Director of Public Works regarding the change in afterhour access to City Hall.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP
OR DESIGNEE

Mr. Cockburn reported that the budget for the SECF has almost passed, as requested, with minimal changes. He did not foresee any funding problems for next year and new furniture can be bought for the community room.

Mr. Pitcher reported that the Commissioner's pictures have been developed and mounted in the main lobby. Ms. McDowell assisted Commissioner Jackson-Sims on the arrangement of the pictures. Commissioner Jackson-Sims noted that the designated wall for the pictures is concrete and will have to be drilled. Therefore the pictures are presently hung in a temporary location behind the receptionist area. The names have not been placed until the pictures are in their permanent setting. The community plaque will be mounted directly outside of the front of the door above the address.

Commissioner Jones felt that a location inside the building should be sought for mounting the plaque to avoid damage or vandalism. She commended Commissioner Jackson-Sims and staff on the fine work they did with the pictures. (The staff will find a way to mount the pictures on the cement wall.)

Commissioner Madison asked if any progress has been made in terms of repairing the clocks? Mr. Pitcher replied that he would check with the stationary engineer and report back at the next meeting.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Palega and carried to accept the report and to have the engineers locate an interior place to mount the plaque.

VI. DISCUSSION - RECAP OF PUBLIC MEETING ON SECCC,
JUNE 6, 1990

Commissioner Jones asked that the full Commission be present to discuss this item and that it be tabled until the first meeting in July.

VII. DISCUSSION OF NEW PROGRAMS - JOHN RATHSAM

Information was disseminated with application regarding the First-Time Homebuyer Program (persons who do not currently own property or have not had property within the past three years.) The Mayor's Office of Housing is over the program which entails five condominium developments throughout the City. Occasionally, these condominiums become available and the City is given the right of first refusal to buy the units. Basically, the City does not buy the units, but it signs its rights to buy for someone on their list. Interested persons would have to submit an application to qualify for the list.

In addition, there were many apartments converted into condominiums and during that time, a certain number of units were set aside as lower or moderate income units. When those units became available on the selling market, the price was considerably lower than the market price. Again, persons would have to qualify according to what the lower/moderate limits are.

There is some financing through this program and a participation loan, whereby, the City would participate in any future consideration of increase in the value of the property.

VIII. NEW BUSINESS

No new business to report.

IX. PUBLIC COMMENTS

No comments were made.

X. ADJOURNMENT

A motion was made by Commissioner Palega, seconded by Commissioner Ettinger and carried for adjournment. The meeting adjourned at 7:30 p.m., after going into closed session to discuss personnel issues. The next meeting will be held on July 12, 1990, 6:00 p.m.



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

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JUL 12 1990

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

THURSDAY, JULY 12, 1990

6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES - June 27, 1990
- IV. COMMUNICATIONS
- V. REPORT - Todd Cockburn, Executive Director, CWP, or designee
- VI. DISCUSSION - Consolidation of Earl P. Mills Center with SECF - Deputy Mayor Claude Everhart
- VII. DISCUSSION - Recap of Public Meeting on the Southeast Community College Center held June 6, 1990
- VIII. DISCUSSION OF NEW PROGRAMS - John Rathsman, S.F. Real Estate Department
- IX. NEW BUSINESS
- X. PUBLIC COMMENT
- XI. ADJOURNMENT



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

MINUTES
THURSDAY, JULY 12, 1990

6:00 P. M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

JULY 23 1990

PUBLIC LIBRARY

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Thursday, July 12, 1990, at 6:10 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: Todd Cockburn, Executive Director, CWP; Claude Everhart, Deputy Mayor; Alex Mamak, Public Information Coordinator, CWP; Ella Brown, Director, Earl P. Mills Center; Rufus Davis, BVHP Crime Abatement Committee; Leroy McDonald, Business Development, Inc; Willie McDowell, Staff Person, CWP; Teresa Canion, BVHP District 7 - Democratic Club

III. APPROVAL OF MINUTES

A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Madison and carried to adopt the minutes of the June 27, 1990, meeting.

Commissioner Ettinger made a motion to discuss the minutes of the closed session but the motion was not seconded. However, Commissioner Jones said the minutes could be discussed in closed session later.

IV. COMMUNICATIONS

A letter was received from Deputy Mayor Claude Everhart regarding his attendance at today's meeting.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP

Mr. Cockburn directed Commissioners to the package of materials in front of them. He reported that a suggested mounting layout for the Commissioner's pictures was developed. He explained the drawing and suggested that Commissioner's work with staff to complete the assignment.

Commissioner Jackson-Sims made a motion that the pictures not be removed to another location once they were up. The motion for a permanent space for the pictures was seconded by Commissioner Madison and carried with one dissenting vote cast by Commissioner Ettinger.

Mr. Cockburn suggested that term dates be added at some time in the future following retirement.

Mr. Cockburn reported on the placement of signs directing the public to the facility. Caltrans has advised that the facility does not meet the guidelines to warrant a sign. The college, as a qualifying entity, is not large enough. However, there are enough positive signals to suggest that the signs can be erected, and the Commission should now decide the type of sign it wants.

Commissioner Ettinger said the signs could be similar to the ones recently erected for Chinatown and North Beach with the appropriate symbol and lettering. He expressed the hope that the Commission will not have to wait 6 months or more before the signs are put up.

Mr. Cockburn said staff could help design an appropriate icon. He followed up on Commissioner Ettinger's concern about sign location by suggesting that appropriate locations be identified on a blow-up map of the neighborhood.

There being no further discussion or questions on the report, Commissioner Jones moved to the next item on the agenda.

VI. DISCUSSION - CONSOLIDATION OF EARL P. MILLS CENTER WITH SECF

Commissioner Jones welcomed Deputy Mayor Everhart to the meeting. Mr. Everhart apologized for being unable to attend the last meeting. He provided Commissioners with a historical overview of the Earl P. Mills Center. He said there was never any real base of operations for the building, but the City does have an ongoing responsibility for maintaining the building for public purposes.

Mr. Everhart said it was suggested years ago, when the functions of the SECF Commission were first discussed, that this Commission representing the southeast part of the city ought to have jurisdiction over the Center.

The City is committed to providing the maintenance and capital budget for the Center, Mr. Everhart said. Details on coordination and staffing still need to be worked out.

Mr. Cockburn introduced Ella Brown, Director of the Center, who was at the meeting to answer questions.

Ms. Brown answered questions about staffing at the Center, responding to the Commission's concern about how she will be able to handle both sites on her own. Ms. Brown said she is working with Mr. Pitcher and hopes to streamline work procedures and make them complementary to both sites.

Mr. Everhart said the consolidation should improve public access to the facilities. He will work with the Commission and staff to come up with a cost effective plan that will include a search for traditional and alternative methods of funding to ensure adequate staffing. He said he wants the community to have control of the Center and bring it to a higher use.

In response to a question from Commissioner Brown regarding the Commission's control over the direction of the Center, Mr. Everhart said the Commission will have authority over everything, including the appropriate use of the building. Commissioners will need to weigh the public service use of the building against the need to generate additional revenues.

Commissioner Ettinger pointed to the discrepancy in rental rates between the SECF child care area and the Center's child care program. Mr. Everhart said the Commission must weigh the activities going on in both sites versus the cost of running the facilities. He suggested the Commission conduct public hearings to obtain feedback from the public.

Mr. Cockburn pointed out that the co-op approach to child care at the Center is different than the program at Southeast, and has a bearing on the amount of rent one can charge. He said the subject is complex and should be the topic of discussion at future meetings.

Commissioner Palega expressed his concern about the possibility that some programs may be making a profit and getting away with low rent. Mr. Cockburn suggested that Ms. Brown prepare a summary of the fees and other revenues of Center programs. Ms. Brown reassured Commissioner Palega that the vast majority of Center program clients are from lower and middle income groups.

Commissioner Ettinger suggested that as the Commission move forward, an introductory letter be sent to reassure existing programs of the Commission's support.

Mr. Cockburn suggested the Commission take a tour of the Center and its operations. He also felt a letter should go out about the transfer, and at a future meeting input could be solicited from the public on the use of the facility. He reassured Commissioners that programs will not suffer during the transition.

Commissioner Ettinger wanted to know the feeling of staff regarding the transition. Mr. Everhart said there was still some feeling of uncertainty which was inevitable in times of change, but he has reassured City staff their job status would be protected.

Commissioner Jones thanked the Deputy Mayor for coming and she also welcomed on board Ms. Brown and reassured her of the Commission's cooperation and assistance. She invited Ms. Brown to study the situation and inform the Commission of the things she would like to see take place at the Center.

VII. DISCUSSION- RECAP OF PUBLIC MEETING ON SOUTHEAST COMMUNITY COLLEGE CENTER

Commissioner Jackson-Sims said that following consultation with Mr. Pitcher she would like to postpone discussion of this item until September when school reopens. The motion to postpone discussion of item 7 was made and carried.

VIII. DISCUSSION OF NEW PROGRAMS- JOHN RATHSAM, S.F. REAL ESTATE DEPARTMENT

Commissioner Jones postponed discussion of new programs until Mr. Rathsam's return from vacation.

IX. NEW BUSINESS

Commissioner Jones informed members that the Southeast and Potrero Hill Health Centers dental components are jeopardized because of funding cuts. Commissioner Palega made the motion to send a letter of support for the Southeast and Potrero Hill dental programs to the Department of Public Health. The motion was seconded and carried.

X. PUBLIC COMMENTS

No comments were made.

XI. ADJOURNMENT

A motion was made by Commissioner Jackson- Sims, seconded by Commissioner Palega, and carried for adjournment. The meeting adjourned at 7:50 p.m. The next meeting will be held on Wednesday, July 25, 1990, at 6:00 p.m.



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

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NOTICE OF MEETING

WEDNESDAY, JULY 25, 1990

6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES - July 12, 1990
- IV. COMMUNICATIONS
- V. REPORT - Todd Cockburn, Executive Director, CWP, or designee
- VI. DISCUSSION - Consolidation of Earl P. Mills Center with SECF
- VII. DISCUSSION OF NEW PROGRAMS - John Rathsman, S.F. Real Estate Department
- VIII. NEW BUSINESS
- IX. PUBLIC COMMENT
- X. ADJOURNMENT

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7/25/90



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson
Scott Madison

MINUTES
WEDNESDAY, JULY 25, 1990
6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

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AUG 6 1990
SAN FRANCISCO
PUBLIC LIBRARY

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Wednesday, July 25, 1990 at 6:15 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Sululagi Palega

Excused: Commissioner Scott Madison

Others Present: Alex Pitcher, Public Affairs Manager, CWP; Alex Mamak, Public Information Coordinator, CWP; Robert Duncan, Facility Manager, SECF; Rufus Davis, BVHP Crime Abatement Committee; Laroy McDonald, Business Development, Inc.; Teresa Canion, BVHP District 7-Democratic Club; Rev. Martha Simmons, Third Baptist Church; Troyvoi Hicks and Toni Battle, residents; Willie McDowell, Staff Person, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Jackson-Sims and seconded by Commissioner Garlington to approve the minutes of July 12th.

Commissioner Ettinger asked for a question on the motion regarding Page 2, Item V, Paragraph 2: "...the pictures not be removed to another location once they were up." Clarification: Once the pictures are mounted, they will remain permanently affixed--other locations will have to be sought for new members. The motion was carried to adopt the minutes of July 12th.

IV. COMMUNICATIONS

A letter was submitted from Ms. Karen Wing, Vice President of the American Postal Workers Union. (Copies were provided for the Commissioners' review.)

Commissioner Jones asked if there has been a response to the letter. Mr. Pitcher said there had not and suggested that this matter be taken up by the facility subcommittee at a future date. Commissioner Jackson-Sims expressed concern that the letter was not addressed to the SECF Commission and the issue of rates have not yet been determined. Therefore, this type of communication was inappropriate at this time.

Mr. Pitcher explained that during a conversation between Mr. Cockburn, Ms. Reid and himself, it was mentioned in response to Ms. Reid's question about a rent increase that such a possibility existed at the discretion of the Commission. Commissioner Ettinger said that the Commission should proceed with some type of sensitivity to avoid getting into a situation where members of the community will overreact. He suggested that Ms. Reid be provided with more information so that she could understand that it would be at this Commission's calling and any decisions made would be after input was received from the community-at-large. Mr. Pitcher felt that everyone will become more knowledgeable after all the tenants have met with the subcommittee.

ACTION: A motion was made by Commissioner Brown, seconded by Commissioner Jackson-Sims and carried that a response be sent to Ms. Reid acknowledging receipt of Ms. Wing's letter of concern, explaining that the Commission has not finalized these issues and she will be contacted.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Cockburn was on vacation. A draft of the letter to be sent to Program Directors at Earl P. Mills Center was provided for the Commissioners' review. Commissioner Jones asked for revisions on the draft letter.

Far West Lab has informed Mr. Pitcher that ACYF has delayed the selection of a grantee for childcare from July 15th to July 25th. To date, there is no update as to whether or not a determination has been made; however, when the information is received, the Commissioners will be notified. Meanwhile, the agreement of a month-to-month lease with Far West Lab will continue through August.

The community plaque has been installed in the receptionist area. The approach that staff is taking in order to get the best design for permanent mounting of the pictures is to have the project subcontracted out. It was suggested that the portraits and names be placed on a board and then attached to the cement wall. There are two firms drawing the designs for the Commissioners' review and selection; however, there are no specialized drawings at this time.

As per Commissioner Madison's inquiry at a previous meeting, the clocks have been repaired. The street signs are in the final stages of being approved. A map was provided designating four possible locations in which the signs can be placed. It was suggested that the top of Third Street from the freeway and on Third Street (near and south of China Basin) be added to post signs. An icon of the facility was available and more will be provided for the Commission's consideration. The persons responsible for making the signs will decide the size of the lettering (to be consistent with other street signs); but the Commission will have to decide the wording and locations of the signs. Mr. Mamak suggested that the color of the signs be done in green background with white lettering and reflectorized so that they could be read at night.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Ettinger and carried to accept the staff report.

VI. DISCUSSION - CONSOLIDATION OF EARL P. MILLS CENTER WITH SECF

Mr. Pitcher reported that staff is in the process of making the transition from OCD regarding bills, e.g. telephone, utility, etc. The telephone number at the facility will be linked to the CWP switchboard.

As requested in the last meeting, Ms. Brown was to obtain the financial statements from the four agencies operating at Earl P. Mills Center. She reported that the Jamestown Learning Center and Children's Council of San Francisco/Childcare Switchboard

have submitted the requested documents--the Whitney Young Child Development and the Bayview Repertory Theatre financial statements will be forthcoming.

Commissioner Jones suggested that all the documents be referred to the facility subcommittee (chaired by Commissioner Palega) for review and discussion--later to be presented to the full body. Notification of the meeting will be sent to the full Commission and the four agencies involved.

Ms. Brown reported on the status of the staff: Ms. Kitchen will be reporting to the SFCCD, City College of S.F. on August 6th and Mr. Shuba will relocate to the Airport on August 1st. The CWP staff have been augmented to assist Ms. Brown (Ms. Cheryl Towns at present and Ms. Willie McDowell after her vacation). The summer program will end on August 17th.

VII. DISCUSSION OF NEW PROGRAMS - JOHN RATHSAM

Mr. Rathsam was on vacation--no new programs were discussed.

VIII. NEW BUSINESS

No new business to report.

IX. PUBLIC COMMENTS

Commissioner Brown announced that in the Sunday, July 8th, Chronicle Newspaper there was a list of books recommended by U.C. Berkeley to its incoming students. She complimented Mr. Pitcher on his participation on behalf of the NAACP in the landmark decision of Brown versus the Board of Education described in one of the books on U.C.'s list. (Copies of the article will be sent to all Commissioners.)

Commissioner Brown's daughter and nephew, and Reverend Martha Simmons were introduced.

X. ADJOURNMENT

A motion was made by Commissioner Garlington, seconded by Commissioner Brown and carried for adjournment. The meeting adjourned at 6:55 p.m. The next meeting will be held on August 9, 1990, 6:00 p.m.

SOUTHEAST COMMUNITY FACILITY COMMISSION

August 9, 1990

The Agenda of this meeting is missing.



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#2

8/9/90

SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

MINUTES
THURSDAY, AUGUST 9, 1990
6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

DOCUMENTS DEPT.

AUG 10 1990

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I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Thursday, August 9, 1990 at 7:15 p.m. after returning from a tour of the Earl P. Mills Center.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Excused: Commissioner Matt Ettinger

Others Present: Todd Cockburn, Executive Director, CWP; Harry Quinn, Assistant Director of Property, Real Estate Department; Alex Mamak, Public Information Coordinator, CWP; Robert Duncan, Facility Manager, SECF; Rufus Davis, BVHP Crime Abatement Committee; Donna Bellorado, Director of Community Development, Far West Lab/Interim Executive Director of the S.F. Head Start Program; Juanita Owens, Acting Director, SECCC; Harold Brooks, Senior Citizens Advisory Board; Troyvoi Hicks, resident; Willie McDowell, Staff Person, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Garlington, seconded by Commissioner Palega and carried to adopt the minutes of July 25th.

IV. COMMUNICATIONS

The following communications were received:

- 1) A response from the Department of Transportation regarding the request of signs to the facility. The request was denied because in accordance with the City guidelines, the number of students enrolled at the college was less than the minimum requirement of 5,000.
- 2) Far West Lab has been asked to continue as the Head Start grantee for another interim period (August 24, 1990 to August 23, 1991).

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Commissioner Jackson-Sims displayed the materials to cover the background for the Commissioner's pictures. She recommended the blue vinyl-type fabric for the Commissioners' approval. (Mr. Mamak will contact the carpenters and report back as to when the final mounting of the pictures will take place.)

ACTION: A motion was made by Commissioner Palega, seconded by Commissioner Brown and carried to accept Commissioner Jackson-Sims' recommendation.

VI. DISCUSSION - SECF CHILDCARE AREA TENANT

Dr. Bellorado reported that the Administration for Children, Youth and Family (ACYF) has not selected a permanent grantee. The Mayor is forming a task force (contact person is Mr. Keith Choy) to assist with the process and, hopefully, within this next school year, a grantee will be selected.

The staff is proud of the facility, their morale is very high and they are doing an outstanding job. About 200 people attended the graduation exercises. Many of the supervisor and staff training workshops were held in the SECF Community Meeting Room. The licensing package has been submitted since February and all staff have completed the process--issuance

"SECF Commission authorizes and directs the Director of Property to negotiate with Far West Laboratory and submit to the Board of Supervisors a one (1) year lease for the Southeast Community Facility Child Day Care Center at a rental rate of \$2,600 per month, and to include an 'in-kind contribution' clause in the lease."

Mr. Quinn will write the legislation and submit it to the Board of Supervisors for the September 1st meeting (copies will be available for the next Commission meeting).

VII. REPORT & DISCUSSION OF EARL P. MILLS CENTER - COMMITTEE MEETING ROOM SUBCOMMITTEE

Commissioner Palega reported that the subcommittee met on August 1st to discuss the Earl P. Mills Center. It was decided that a letter be sent to Ms. Reid requesting that she submit her financial statement and attend the subcommittee meeting scheduled for Tuesday, August 14th to discuss her concerns regarding the rent. There was discussion of concern about the lobbying by postal employees with erroneous information, the fact that no official decision has been made pertaining to the rent, and Ms. Reid not cooperating in terms of submitting the financial statement.

Ms. Reid was present at the Earl P. Mills Center when the tour was conducted and gave indications that she had a busy schedule the following week. She stated that she did not have an opportunity to review her mail and, therefore, was not aware of the request for her financial statement. (For the record, the letter was hand delivered to her office on August 2, 1990.)

Commissioner Brown stated that if Ms. Reid does not adhere to the request of this Commission prior to the next subcommittee meeting, it would be a serious problem. Commissioner Jones added that if the requested information is not submitted by the next subcommittee meeting, then it is the call of the subcommittee to make a recommendation on this matter to the full body.

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Jackson-Sims and carried to accept the subcommittee's report.

VIII. DISCUSSION OF NEW PROGRAMS - JOHN RATHSAM

Mr. Rathsam was still on vacation and no new programs were discussed.

- 4) Will other agencies be explored as Delegate Agencies aside from Mission and Kai Ming?

ACYF will only cut the grant the same as last year and operating agencies do not have a choice in the structure. ACYF does not want competition for Delegate Agencies and does not want to invest monies for this.

Commissioner Jones expressed her disapproval of the structure for the past 25 years and felt that the expansion of funds should be such to allow other Delegate Agencies to service children in the target population area. For example, Potrero Hill is underutilized and is having difficulty trying to meet their enrollment standards. Dr. Bellorado noted that the Head Start Program in the Potrero Hill Neighborhood House is fully enrolled and will be able to have a second session.

Mr. Quinn recommended two alternative leases for the Commissioners' consideration:

- 1) 1-year lease until such time that a permanent grantee is selected; or
- 2) 5-year lease with annual increases. Year-to-year extension with cost of living raises--to include a six-month cancellation clause in case something happens to the program. Basically, the same terms as the previous lease.

The proposal is 75 cents per square foot (increasing the monthly lease from \$1,000 to \$2,600), which is within the Head Start Program's market value. Mr. Quinn proposed that a lease be executed upon the Commission's decision of either a one or five year lease.

Commissioner Jones opposed the five-year lease--unless there was assurance that Far West Lab would be the grantee. She supported the one year lease and if a new agency replaces Far West Lab, then negotiations and procedures could be followed as other tenants have done. Mr. Quinn concluded that whatever the Commission desires, he would structure the lease (one or five years), based on the funding.

ACTION: A motion was made by Commissioner Brown, seconded by Commissioner Palega and carried to renew the lease for one year with Far West Lab--to be negotiated with the Real Estate Department, with the terms mentioned:

of certificates should take place soon. With the assistance of the Commission and CWP staff in facilitating the installation of an additional lavatory, the facility is up to code.

The program has 80 children which are all from this immediate area. The parents at the college are taking advantage of the available childcare slots. There is a waiting list and application for expansion monies is being considered. The development of some career goals with the parents is being proposed to enhance their participation in the program.

Dr. Bellorado asked that consideration be given in terms of a five-year lease for the permanent grantee. There are no advantages to Far West Lab for this, however, it would protect the Head Start Program in this facility. It is more feasible for childcare programs to have long-term leases to better accommodate the children.

Far West Lab has not reconsidered applying for the Head Start Program. (The rationale for this decision was explained.) It was noted that Far West Lab might consider applying if the task force needed their assistance to continue. At present, they would like to work with the task force by providing monitoring, technical assistance and educational services in trying to keep the Head Start Program as close to the community as possible.

Commissioner Jones asked the following questions:

- 1) Has there been a decision made as to which area the District Director and Grantee Operated Portion Specialists will be housed?

To date, no decision has been made.

- 2) Of the 80 children in the program, how many are participants from the Southeast Community College Center?

Dr. Bellorado did not have the exact figures, however, she will obtain them and forward the information.

- 3) What is the intention as far as expansion funds--will those funds be allocated for this region?

The 1990 expansion allocation has been made and there are 69 slots available with a separate proposal being submitted for October 15th. At present there are about 1,030 slots throughout the City and with the expansion according to the national rate, there will be about 300 more--at a cost of \$3,300 per child.

IX. NEW BUSINESS

No new business to report.

X. PUBLIC COMMENTS

Commissioner Jones introduced Dr. Juanita Owens, who is the Acting Director of the Southeast Community College Center. Dr. Owens will be asked at a later date to address certain issues that were held over from the public hearing of June 6th. (Mr. Mamak will forward a copy of what transpired at that hearing to Dr. Owens.)

Dr. Owens spoke of her background with the SFCCD and looks forward to working with the Commission in serving the community and maintaining quality programs.

Mr. Harold Brooks was in support of the Commission having jurisdiction over the Earl P. Mills Center. He asked that the Commission explore the possibility of acquiring portable shelters to place at that site for other activities.

Commissioner Jones asked what the status was concerning the Senior Citizens Advisory Board. (Mr. Brooks will forward an update report before the next Commission meeting--to be placed on the agenda.)

XI. ADJOURNMENT

A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Garlington and carried for adjournment. The meeting adjourned at 8:10 p.m. The next meeting will be held on August 22, 1990, 6:00 p.m.



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

NOTICE OF MEETING

DOCUMENTS DEPT.

AUG 20 1990

SAN FRANCISCO
PUBLIC LIBRARY

WEDNESDAY, AUGUST 22, 1990

6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES - August 9, 1990
- IV. COMMUNICATIONS
- V. REPORT - Todd Cockburn, Executive Director, CWP, or designee
- VI. DISCUSSION - SECF Child Care Area Lease
- VII. REPORT & DISCUSSION - Earl P. Mills Center - Community Meeting Room Subcommittee
- VIII. DISCUSSION OF NEW PROGRAMS - John Rathsman, S.F. Real Estate Department
- IX. COMMITTEE ON AGING - Subcommittee Report by Harold Brooks Jr.
- X. NEW BUSINESS
- XI. PUBLIC COMMENT
- XII. ADJOURNMENT



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8/22/90

SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown
Matt Ettinger

Ethel Garlington
Espanola Jackson

Scott Madison

~~MINUTES~~
WEDNESDAY, AUGUST 22, 1990
6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

DOCUMENTS DEPT.

SEP-5-90

8/22/90
PUBLIC INFORMATION

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Wednesday, August 22, 1990 at 6:10 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: John Rathsam, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Alex Mamak, Public Information Coordinator, CWP; Robert Duncan, SECF, Facility Manager; Rufus Davis, BVHP Crime Abatement Committee; Harold Brooks, Committee on Aging; Laroy McDonald, Business Development; Troyvoi Hicks, Stanford University; Willie McDowell, Staff Person, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Garlington and carried to adopt the minutes of August 9th with the necessary corrections.

IV. COMMUNICATIONS

No communications were reported.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Pitcher reported that Ms. Towns and Ms. McDowell have been overseeing the Earl P. Mills Center (EPMC) while Ms. Brown was on vacation. There were three theft incidents that occurred at the EPMC this month: A staff member and visitor's cars were stolen; and a woman was attacked and her purse was taken. Commissioner Palega questioned the whereabouts of the security during the time of these incidents. It was explained that the security is only on duty four hours (6 p.m. to 10 p.m.) and these incidents occurred during the day.

The Rock Colt Company is proceeding with the preparation of the lettering for the Commissioner's pictures (estimated cost is \$1,690). Upon completion, DPW will mount the pictures in their permanent locations. There were other price quotations taken, but many of the smaller firms were not eligible because they were not certified with the Purchaser's Office and HRC or they were doing business with South Africa (under the City ordinance, such companies have been refused in bidding for City projects).

The Traffic Engineer will place signs of the facility at locations designated by the Commission--with the stipulation that the icons cannot be used. Commissioner Jackson-Sims asked that a sign be placed at the Army Street exit, heading north on the 101 freeway. (The staff will draft three alternate wordings for the signs to be reviewed by the Commission at the next meeting.) At a later date, Mr. Pitcher will resubmit another request to Caltran for freeway signs.

The exterior building signs will be made in large letters and placed above the college signs. Due to the lack of funding last fiscal year, this was not possible; however, it has been included in this year's budget.

The City and State governments are requesting monies for the continuance of the implementation of the Brown Act. (Copies of the Brown Act resolution were distributed for the Commissioners' perusal.)

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Garlington and carried to accept Mr. Pitcher's report.

VI. DISCUSSION - SECF CHILDCARE AREA LEASE

Mr. Rathsam announced that the ordinance and proposed lease with Far West Lab have been submitted to the City Attorney's Office for approval. Basically, the lease is the same as the previous one, with the exception of the required ordinance that was added because the lease exceeds \$1,000 per month. The rate of \$2,600 per month has been discussed and agreed upon with Far West Lab. The lease reflects that the City will pay for all utilities except telephone bills and other permits. Once the lease has been approved, copies will be provided for the Commission. There was a brief discussion of who would be responsible for signing the lease.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Garlington and carried authorizing President Jones to sign the lease for the child-care center.

The college and greenhouse leases are for five years. The staff was asked to find out when the leases should be reviewed for renewal, the status of the greenhouse, and the outcome of the proposed horticulture classes with the college.

VII. REPORT & DISCUSSION OF EARL P. MILLS CENTER - COMMITTEE MEETING ROOM SUBCOMMITTEE

Commissioner Brown reported that the subcommittee met on August 14th with Ms. Reid in an effort to try to resolve some of the issues and get feedback to be able to make recommendations. No recommendations were made at this time because the financial statement was not received by the full membership prior to the meeting.

The subcommittee examined some of the concerns that had been raised and alternatives were suggested in terms of reviewing how fees were accepted and determined, and the practices. The audit report that was submitted is about a year old and is not very useful (next report will be in October).

Ms. Reid was informed of the Commission's concern that inaccurate information about raising the rent was being circulated. She gave her reason for making the statement and what prompted the concerns in the letter.

Commissioner Jackson-Sims reported that the subcommittee wanted to know how the utilities and contractual services were being paid because there were no such items listed under

expenditures in the audit report. After reviewing the budget, it was evident that OCD was making the payments. The Commission did not know that they would be incurring such bills.

Once the subcommittee has had an opportunity to examine the report, it will have to reconvene at a convenient time for all relevant parties to deal with it. Ms. Reid did agree to attend another subcommittee meeting and try to clear up some of the concerns.

Mr. Pitcher noted that the childcare program occupies about 85% of the center. The McCoys Patrol contract will not be renewed after this month because there are insufficient funds in the budget; also, it is only securing the 24-hour childcare program and there is an ADT system. Mr. Pitcher will find out when the PSAS Janitorial and ADT contracts expire and report back to the Commission.

There was a brief discussion regarding EPMC's board members who were directly involved with the center.

ACTION: A motion was made by Commissioner Madison, seconded by Commissioner Jackson-Sims and carried for inquisition with the City Attorney's Office as to whether or not there is a conflict of interest with Ms. Towns' employment with CWP and her affiliation with the Board of Directors at the EPMC.

The EPMC community room procedures and fee schedules are being reviewed by Mr. Pitcher and recommendations will be made to the Commission within two weeks. Commissioner Jones expressed the following concerns: a) The unrealistic amount of fee being paid; b) which City department were the revenues being appropriated to; and c) the assurance of the Commission's involvement in any decisions made regarding changes.

It was Commissioner Jones' understanding that the monies that were generated should have been placed in a general fund and applied towards the maintenance and upkeep of the facility, such as replacing the drapes, carpets, etc.; but this has not been done. Further, Commissioner Jones questioned how much revenues have been collected for leases and rentals during the past six months?

Mr. Pitcher stated that formerly, the monies were turned over to OCD. Since the transition, the checks have been collected by Ms. Brown and is currently in the possession of the CWP (approximately \$1,900). The CWP finance persons have placed a call to OCD and is working with the Controller's Office, DPW

and the Mayor's Office to get an official determination in ways to use the money so that there are no misappropriation of funds. Once a decision is made, the information will be available to the Commission.

Commissioner Madison asked for clarification of the \$1,900 revenues that were collected recently: Does this make the activities current with their obligations--has there been late payments of rent and if so, are the rents now current?

Commissioner Ettinger felt that if the monies collected were to be put back into the EPMC, then perhaps an investigation should be made in terms of the center getting a rebate (retro-active refund). Commissioner Jackson-Sims believed that since OCD has been paying for the utilities/contractual services, it appears that monies have been put back into the center.

Mr. Pitcher will request Ms. Brown to prepare a report covering the past six months (since January 1st) of the history of each tenant and their payment of rent (with specific dates). Commissioner Madison asked that the report also include the dates and rental fees of individuals who used the community room during that period--explaining what the rates should have been and the actual amounts that were paid. This would assist the Commission in making a projection of what type of revenues to anticipate.

Commissioner Garlington was disturbed about the amount of space being occupied by the childcare program at a rate of \$100 per month. Commissioner Madison stated that the rates and use of the facility are at the discretion of the Commission. The Commission should be reviewing the program to determine whether or not it is deserving of the support of low rent, it is serving the parents and children of this community and the City, and the Commission is getting its monies worth--as opposed to focusing on whether or not the tenants are paying a fair market value per square footage. Business sense has not been the criteria for the SECF childcare program and should not be applied to the EPMC.

Mr. Brooks asked if the existing programs were required to maintain monthly ledgers of revenues and expenditures. The EPMC was built with special federal monies and later turned over to the City. He suggested that the Commission investigate the possibility of the child growth/development center (health section) being established through the federal grant because there are certain parts that were carried over for the benefit of the residences being built in BVHP.

Ms. Rosalie Williams, former Executive Director of the Child Growth/Development Center, was recognized for her efforts in starting the program. Mr. Brooks asked that consideration be given to install a plaque commemorating the hard work she did. Commissioner Brown requested that information be obtained of the history of the EPMC in terms of when it was developed, how it came about, and when it passed from Federal to City hands.

There was a discussion concerning the expansion of the child-care program. Commissioner Jones stated that initially, the child growth/development center was established to accommodate handicap children. During Ms. Reid's directorship, she expanded the program to service other school children. When the facility was placed under OCD and because of the expansion of services and funnelling of monies through OCD, perhaps this contributed to the expansion of the program/space. At that time, the main factor was making sure the services were expanded to meet the needs of the community.

For the record, the quality of services at the EPMC childcare center is not being questioned. Through the Mayor's Office, there are agencies occupying buildings that were built under the HUD negotiation (mitigation for the housing development in Hunters Point). There are other agencies that are housed to operate childcare centers paying a rate of \$1.00 per year and all utilities except water. The main issue is to provide fair treatment for all the programs that have limited funding in both facilities.

Commissioner Madison believed that raising the rent in one location is not going to result in a corresponding increase of revenues available to another program. The concept that charging one program more money would assist another, is incorrect. Physically it might appear to be fair, but that would not be the actual case. Commissioner Madison concluded that the main consideration should be insuring that services are maintained at a high level and operators are providing the services.

Commissioner Jackson-Sims was disturbed to hear the issue of rent increase. She reiterated that there has been no discussion of raising the childcare center's rent. After all the financial statements have been reviewed, then it will be the responsibility of the subcommittee to make recommendations as they deem necessary. She asked that this topic be deferred for discussion until a decision is made by the subcommittee.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Garlington and carried to accept the subcommittee report.

VIII. DISCUSSION OF NEW PROGRAMS - JOHN RATHSAM

Mr. Rathsam disseminated information on the Public Administrator and Guardian Office. This is a dual department that helps seniors or institutionalized and mentally/physically incapacitated persons who are unable to handle their finances and/or properties. A lot of loan cases through the Department of Real Estate have been referred to this department. Most often, when investigating delayed payments, it was found that these persons were victims of fraud or abuse of funds.

The Public Administrator handles estates for deceased persons by protecting their property for the heirs. The Public Guardian handles the monetary aspect by making sure that all bills and creditors are paid. There are no fees for these services.

IX. COMMITTEE ON AGING - SUBCOMMITTEE REPORT BY HAROLD BROOKS, JR.

Mr. Brooks thanked the Commission for recommending him as a candidate for the Committee on Aging. Ms. Roberta Carter is the Chairperson--consisting of a membership of 22 and three standing committees: Health, Public Relations and Legislative Committees. In order to keep abreast of the services available to seniors, frequent visits are made by the members to various senior provider agencies. There is a lot of positive things happening with the Council.

It is Mr. Brooks desire to make sure that all the services available reaches the seniors in this community. Within the next 5-6 years, there will be a large population of seniors in this City and the major role they will be playing needs to be considered. The Executive Director of the Senior Escort Program is Ms. Rochelle Frazier. The Senior Legislature will be hosting their annual picnic on September 15th at the Aquatic Park. Mr. Brooks will submit a written report for the next Commission meeting.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Garlington and carried to accept Mr. Brooks' report.

X. NEW BUSINESS

Commissioner Jones met with Dr. Owens to discuss how she could better assist the Commission. Dr. Owens was interested in the facility and the Commission's expectation of the college. She was informed that the facility is being underutilized and ideas were needed to recruit students. The suggestion of door-to-door outreach within the community and forming an ad hoc committee were discussed.

Dr. Owens contacted the Director of YCD regarding the possibility of starting an apprenticeship training with students who have acquired their GED at the college.

Dr. Owens' term at the Southeast Center will end in December of 1990. She will be aired on Channel 5, August 30th at 7:30 p.m. to speak about the Center, interaction with the community and the course offerings at the college.

Mr. McDonald stated that he has been approached by young adults who expressed a need for additional funds to purchase school supplies and materials. The financial aid available is not enough to cover all their school expenses. It was suggested that the following avenues be explored in terms of possible financial assistance: a) Approaching the Senators, State and Federal Legislatures and Congressmen; b) applying for the GAIN Program (AFDC recipients); and c) contacting the Board of Supervisors.

XI. PUBLIC COMMENTS

Commissioner Garlington reported that the BVHP Multi-Purpose Senior Center hosted a luau on August 18th and many people attended the beautiful affair.

XII. ADJOURNMENT

A motion was made by Commissioner Garlington, seconded by Commissioner Brown and carried for adjournment. The meeting adjourned at 8:05 p.m. The next meeting will be held on September 13, 1990, 6:00 p.m.



SOUTHEAST COMMUNITY FACILITY COMMISSION

CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbie Brown
Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

DOCUMENTS DEPT.

SEP 17 1990

30-1990
PUBLIC

NOTICE OF MEETING

THURSDAY, SEPTEMBER 13, 1990

6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES - August 22, 1990
- IV. COMMUNICATIONS
- V. REPORT - Todd Cockburn, Executive Director, CWP, or designee
- VI. DISCUSSION - SECF Child Care Area Lease
- VII. DISCUSSION - Guide Signs for SECF/College
- VIII. REPORT & DISCUSSION - Earl P. Mills Center
- IX. DISCUSSION - Appointment of Ad Hoc Committee, S.E. Community College
- X. NEW BUSINESS
- XI. PUBLIC COMMENT
- XII. ADJOURNMENT



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

SF

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#2

9/13/90

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

~~MINUTES~~
THURSDAY, SEPTEMBER 13, 1990
6:00 P.M. ~~MINUTES~~

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Palega, Vice President, on Thursday, September 13, 1990 at 6:20 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: John Rathsam, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Rufus Davis, BVHP Crime Abatement Committee; Laroy McDonald, Business Development; Ella Stoneham-Brown and Willie McDowell, Staff Persons, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Garlington and carried to adopt the minutes of August 22nd with the necessary corrections.

IV. COMMUNICATIONS

Refer to Items V through VIII for communications submitted.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Per the Commissioners' request, the following communications were received:

a) September 13, 1990 - Ms. Carmen Santoni, Human Resources Director of the Decorative Plant Service submitted the Quarterly Affirmative Action Status Report.

Mr. Pitcher suggested that this report be studied by the Commissioners for discussion at the next meeting. Mr. Rathbun will be invited to attend the next meeting and speak on this topic.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Madison and carried to place this item on the agenda for discussion at the next meeting.

Commissioner Madison asked that the lease agreement be simplified to assist the Commission in evaluating this report. The MOU of the greenhouse lease and other information desired by the Commissioners will be mailed, prior to the next meeting. It was suggested that the Commissioners contact the CWP staff in terms of additional items for discussion.

b) September 4, 1990 - Guide sign locations and suggested wording were submitted by Mr. Mamak.

Mr. Pitcher displayed a sample of the size of the signs that will be placed at the various locations. All the Commissioners present agreed on the size of the signs. In reviewing the locations, Commissioner Jackson-Sims clarified that the sign to be placed at northbound 3rd Street at Jamestown Avenue was incorrect. It should be placed on Old Bayshore before entering the overpass at the 101 freeway, near Costa Bravo Restaurant. Corrections should be made of misspelled street names on the list--to reflect Jerrold Avenue instead of Gerald and Toland Street instead of Tolan.

Action: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Ettinger and carried to accept the locations for the signs--with the exception of the northbound 3rd Street at Jamestown Avenue to be placed as noted above.

Commissioner Ettinger asked that a decision of the wording for the signs be tabled until the next meeting.

ACTION: A motion was made by Commissioner Ettinger, seconded by Commissioner Jackson-Sims and carried to table the selection of the wording for the signs until the next meeting.

c) September 4, 1990 - Mr. Mamak submitted the information of the expiration of leases for the greenhouse and college.

The greenhouse lease will expire April 1, 1992 and the college lease will expire November 1, 1991. Commissioner Madison questioned if the college will have the option of increasing or decreasing the space during the renewal of their next lease; or are they expected to renew the lease as its entirety with the exception of the rent which will be negotiable. Mr. Rathsam explained that the space that the SECCC is presently occupying is pretty much well-defined. To add more space would mean taking away from other programs already leasing space. However, should the college decide to remain as is, they would have the option.

Mr. Pitcher reported that the Commissioners will be notified as to the final mounting of their pictures. There was a brief discussion of comments made regarding the temporary location of the pictures. Commissioner Jackson-Sims commended the staff on the fine job they did in mounting the pictures.

Mr. Pitcher could not make recommendations on the rental fees for the EPMC community room at this time. On September 14th, the CWP staff will meet with the Real Estate and other City Departments to discuss the jurisdiction of the revenues that were generated at the EPMC since the transition. At the next meeting, recommendations of the rental fee schedules and the determination of the City Departments in terms of the jurisdiction of the revenues will be provided for the Commissioners' consideration.

Mr. Pitcher will submit a letter of recommendation for the reappointment of Commissioners Brown, Madison and Jackson-Sims to the Mayor's Office.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Garlington and carried to accept Mr. Pitcher's report.

VI. DISCUSSION - SECF CHILDCARE AREA LEASE

Mr. Rathsam reported that the lease and ordinance have been signed by the Deputy City Attorney. It is ready for submission to the Board and should be placed on the next calendar, Wednesday, September 19th. The process will take about four to five weeks before completion.

Meanwhile, Far West Lab is paying the rent on a month-to-month basis. Far West Lab is still the federal government's interim grantee for the Head Start Program.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Garlington and carried to accept Mr. Rathsam's report.

VII. DISCUSSION - GUIDE SIGNS FOR SECF/COLLEGE

Discussed under Item V.

VIII. REPORT & DISCUSSION - EARL P. MILLS CENTER

Mr. Pitcher reported that a detailed background report of the EPMC was forwarded to the Commissioners for review. Commissioner Palega stated that the discussion of the EPMC leases will be referred to the subcommittee for recommendations to the full Commission.

Ms. Stoneham-Brown outlined the rental fees for the community room and tenants (from January 1-August 31, 1990)--including the status of payments. There was a discussion of how the fees and utilization of the community room were determined.

Mr. Pitcher stated that the EPMC cannot accommodate weekend use as before because it is currently understaffed. Commissioner Jones noted that if the rents from the tenants were paid on time and the community room fees were paid in advance, then perhaps there would be enough monies to hire a person for the weekend activities. Mr. Pitcher will provide recommendations of weekend use for the EPMC community room at the next meeting. Also, he will report back on the availability of City funds for the overall maintenance of the facility. Commissioner Brown suggested the possibility of those tenants who were in a better position, could support the maintenance of the building.

There was a discussion of late payments and Ms. Stoneham-Brown concluded that there were no outstanding rental payments (prior to January of this year). Commissioner Palega added that the subcommittee will determine if there will be penalty charges applied for late payments.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Garlington and carried to accept Ms. Stoneham-Brown's report.

IX. DISCUSSION - APPOINTMENT OF AD HOC COMMITTEE, SECCC

Commissioner Jones stated that during the public hearing on June 6th, it was suggested that an ad hoc committee be formed. She asked that staff review the minutes of that meeting to ascertain the community volunteers for the committee and the concerns that were expressed. Also, that a letter be sent to Dr. Owens requesting three to four faculty members and/or students. Commissioners Brown and Jackson-Sims offered to serve on the ad hoc committee. Commissioner Jones asked that the ad hoc committee comprise of no more than eleven members, preferably nine.

X. NEW BUSINESS

Commissioner Ettinger asked that an invitation be extended to the new Executive Director of the Senior Escort Program to attend a Commission meeting.

ACTION: A motion was made by Commissioner Ettinger, seconded by Commissioner Jackson-Sims and carried to invite Ms. Rochelle Frazier to be present at one of the October meetings.

XI. PUBLIC COMMENTS

No public comments were made.

XII. ADJOURNMENT

A motion was made by Commissioner Garlington, seconded by Commissioner Ettinger and carried for adjournment. The meeting adjourned at 7:25 p.m. The next meeting will be held on September 26, 1990, 6:00 p.m.



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbie Brown
Matt Ettinger

Ethel Garlington
Espanola Jackson
Scott Madison

NOTICE OF MEETING

WEDNESDAY, SEPTEMBER 26, 1990

6:00P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

DOCUMENTS

SEP 24 1990

SAN FRANCISCO
PUBLIC LIBRARY

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES - SEPTEMBER 13, 1990
- IV. COMMUNICATIONS
- V. REPORT - Todd Cockburn, Executive Director, CWP, or designee
- VI. DISCUSSION - SECF Greenhouse MOU - Mr. Edward Rathbun, President Decorative Plant Service
- VII. DISCUSSION - Guide Signs for SECF/College
- VIII. REPORT - Community Meeting Room - Subcommittee
- IX. DISCUSSION - Appointment of Ad Hoc Committee, S.E. Community College
- X. NEW BUSINESS
- XI. PUBLIC COMMENT
- XII. ADJOURNMENT



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9/26/90

SOUTHEAST COMMUNITY FACILITY COMMISSION

CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

~~MINUTES~~
WEDNESDAY, SEPTEMBER 26, 1990

6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Wednesday, September 26, 1990 at 6:10 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: John Rathsam, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Rufus Davis, BVHP Crime Abatement Committee; Juanita Owens, Acting Director, SECCC; Carmen Santoni, Human Resources Director, Decorative Plant Service; Trovoi Hicks, Stanford University; Ella Stoneham-Brown and Willie McDowell, Staff Persons, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Garlington, seconded by Commissioner Palega and carried to adopt the minutes of September 13, 1990.

IV. COMMUNICATIONS

Refer to Item V for communications sent and received.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Pitcher reported that the following correspondence were sent on September 19, 1990:

- a) Requested Mr. Edward Rathbun to attend the Commission meeting and explain the quarterly report.
- b) Informed Dr. Juanita Owens that the College Ad Hoc Committee is underway and volunteers were needed.
- c) Requested Ms. Rochelle Frazier to be present at one of the October meetings and give an update of the program.

Ms. Frazier contacted Mr. Pitcher and agreed to attend the meeting of October 24, 1990.

The following documents were received: Greenhouse Facility MOU; and EPMC operating agreements for the Jamestown Learning Center, Whitney Young Child Development Center, Children's Council of San Francisco and the Bayview Repertory Theatre Co.

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Jackson-Sims and carried to accept Mr. Pitcher's report.

VI. DISCUSSION - SECF GREENHOUSE MOU

Ms. Santoni reported that the quarterly report covered the months of May through August. At present, there are about 67 employees at the greenhouse. Commissioner Jones asked that a monthly breakdown be submitted reflecting the employment status since the report that was submitted last year.

Mr. Pitcher quoted the MOU, Item 33, Minimum Hiring Goals. He asked that a report be submitted as to whether or not the greenhouse is meeting the minimum hiring requirements and if not, an explanation is needed. It was Ms. Santoni's understanding that the MOU applied only to the workers who actually worked with the plants in the greenhouse--not inclusive of the clerical or warehouse workers.

Mr. Pitcher explained that because the facility is a mitigation measure for residents of the BVHP community, the MOU entails all employees involved with the greenhouse facility. Mr. Pitcher will accommodate Mr. Rathbun, if he desires the opinion of the City Attorney or a meeting with staff.

Commissioner Ettlinger noted that it was requested previously from Mr. Rathbun to supply a breakdown of warehouse, greenhouse and office workers that were not included in the MOU.

Commissioner Ettinger concurred that everyone affiliated with the greenhouse is subject to the guidelines of the MOU. However, this issue was not pursued and Mr. Rathbun was allowed to continue with the same criteria of splitting the workers and meeting the MOU with only nursery workers.

Commissioner Jackson-Sims added that some of the workers were not stationed at this site and, therefore, Mr. Rathbun was allowed to resume the same criteria. Commissioner Madison stated that it should be specified what constitutes an operational nursery job. Seemingly, Mr. Rathbun feels that he is complying with the MOU. Perhaps Mr. Rathbun could explain the basis for his division of the employees and why the other 59 employees are not considered operational nursery workers. Upon receipt of Mr. Rathbun's explanation, it should be forwarded to the City Attorney to interpret whether or not his definition is acceptable in terms of the lease. Commissioner Garlington requested the presence of Mr. Rathbun to explain why the office workers were excluded.

ACTION: A motion was made by Commissioner Madison, seconded by Commissioner Ettinger and carried to request that Mr. Rathbun furnish the criteria for determining the various departments and request the City Attorney to present the interpretation of the original agreement/understanding with the greenhouse--does the MOU reflect all staff or does Mr. Rathbun have permission to divide the operation. (Mr. Pitcher will draft the letters.)

VII. DISCUSSION - GUIDE SIGNS FOR SECF/COLLEGE

Mr. Pitcher reported that the revisions of the sign locations have been made (copies were distributed to the Commission). At the previous meeting, the size and locations of the signs were approved, however, no decision was made on the wording. The Commissioners were asked to take into consideration that the Southeast Community Facility is permanent, whereas, the college and other tenants might change.

Action: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Palega to accept the suggested lettering of #1 (Southeast Community Facility with arrow direction).

After deliberation on the motion, Commissioner Jackson-Sims rescinded her motion to reflect:

SOUTHEAST COMMUNITY FACILITY
Southeast Community College

The amended motion was approved by a unanimous vote.

VIII. REPORT - COMMUNITY MEETING ROOM SUBCOMMITTEE

Commissioner Palega reported that the subcommittee met on September 25th and all members were present. The main focus was areas of concern at the EPMC regarding the utilities, contractual services and community room fee schedules. The possibility of bringing the facility in line with other facilities under the jurisdiction of CWP and ways in which to balance some of the concerns were discussed. Mr. Pitcher explained to the subcommittee that the DPW, under the CWP management, cannot afford the expense of the contractual and utility services (approximately \$3,900 per month).

The subcommittee recommended the following for approval by the full Commission:

- a) that the EPMC tenants assume their own maintenance services in terms of garbage, janitorial, alarm and security; and
- b) that the rental of the community room be changed to the Clean Water system; whereas, checks are made payable to the Clean Water Program and deposited by the Department of Real Estate into CWP account.

The subcommittee suggested that the Sunset Scavenger, PSAS Janitorial Services, ADT Alarm System and McCoy's Security Services be eliminated from the responsibility of the CWP immediately.

The CWP staff was asked to explore the possibility of installing separate utility meters (PG & E and water) for each tenant. Mr. Rathsam visited the facility and reported that there is only one meter for each utility. The expense of rewiring and installing separate meters is too costly. He suggested that the Commissioners consider how the charges will be determined. (Mr. Pitcher will research this further and report back to the Commission.)

Commissioner Brown stated that the janitorial service does not expire until June of 1991. Commissioner Palega noted that although the jurisdiction of the facility has changed, it is still under the City and the contracts are valid.

The requested operating agreement of each tenant has been submitted for review of the obligations of the CWP versus the tenants. Mr. Rathsam stated that basically, the operating agreements are month-to-month, except the Bayview Repertory Theatre Company which expires the end of the year. He requested an opportunity to discuss the agreements with the City Attorney's Office regarding the liability involved for discontinuance of services.

Commissioner Palega requested the CWP staff to develop an equitable fee scale for the EPMC community room to accommodate the community--with the assurance that there will not be an expense to the CWP.

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Brown to have the tenants assume the responsibility of their own maintenance services.

After further discussion, it was unanimously passed to accept the recommendation of the subcommittee. A 30-day notice will be sent to each tenant, with the understanding that CWP is available for assistance. (Signatures will be required of each tenant upon receipt of notice.) Commissioner Palega noted that the rents will not change until the subcommittee has had a chance to meet on the subject.

Mr. Pitcher stated that negotiations will be conducted between the CWP, City Attorney's Office, Mayor's Office and the EPMC tenants for the maintenance of each area. In addition, the CWP staff will explore funding sources through the Mayor's Office and other City Departments to assist with maintenance cost. The block grant monies that were allocated to OCD for maintaining the EPMC ended in June of this year and no funds were transferred to help with this expense.

Commissioner Brown had an expert to clarify the audit report conducted on the Whitney Young Child Development Center (notations accompanied with a cover sheet of his findings were available). Commissioner Palega asked that copies be made and presented to each Commissioner for review. Commissioner Garlington thanked Commissioner Brown for taking the time to have the report interpreted.

ACTION: A motion was made by Commissioner Ettlinger, seconded by Commissioner Garlington and carried to accept the subcommittee's report.

IX. DISCUSSION - APPOINTMENT OF AD HOC COMMITTEE, SECCC

Dr. Owens reported that representatives have been identified to serve on the Ad Hoc Committee:

- a) Mr. Ted Martin, Chair of the SECCC Advisory Committee will attend the first meeting and later designate a replacement.
- b) Ms. Lillian McDaniel, Learning Resource Instructor will represent the faculty.

c) Ms. Pearl Dreher, Secretary to the Director will represent the support staff.

Dr. Owens asked that she be permitted to add one more slot for a student volunteer. Permission was granted--making a total of four (4) representatives from the SECCC, two (2) from the Commission and five (5) community persons to be sought.

ACTION: A motion was made by Commissioner Palega, seconded by Commissioner Garlington and carried to accept the slate of 11 members in the ad hoc committee with the breakdown noted above.

X. NEW BUSINESS

Dr. Owens thanked the Commission for including the college on the signs. The new Chancellor, Dr. Evan Dobelle, will be on board November 1st. There has been some controversy as to the future name of the Centers' Division because the district is being referred to as the City College of San Francisco and the centers as campuses.

Mr. Pitcher suggested that the implementation of the signs be deferred until a definite decision is made on the SECCC. Dr. Owens will contact President Bancroft to ascertain the future name and report back in writing.

Dr. Owens distributed fliers of the SFCCD's Reorganization Implementation Steering Committee (RISC) and encouraged everyone to participate--community input is critical in determining the direction of the college.

The SECCC is planning a Christmas variety show on December 14th. Interested persons are welcome to participate (information was distributed).

XI. PUBLIC COMMENTS

The Mayor and the Citizens Committee on Community Development is holding a public hearing on the S.F. 1991 Community Development, Thursday, October 18 at 7:00 p.m., in the Board of Supervisors' Chambers.

XII. ADJOURNMENT

A motion was made by Commissioner Garlington, seconded by Commissioner Palega and carried for adjournment. The meeting adjourned at 7:35 p.m. The next meeting will be held on October 11, 1990, 6:00 p.m.

8/28/80

Mrs. B —

For the fiscal year 1980, the Center had:

- Cash on hand of \$76,182
- Investment Income of \$21,902
- Surplus from Operations of \$23,369 (important part)
- Total Liberties of \$44,249

* Need to find out if Center has had an operating surplus for past 5 years (including this current year, 1980).

* If they have, seems to be no reason they cannot pay you more ~~than~~ than \$1,200/year rent

DOCUMENT NO. 1

OCT. 9 1980

SAN FRANCISCO
PUBLISHERS

WHITNEY YOUNG CHILD DEVELOPMENT CENTER

A PRIVATE NON-PROFIT CORPORATION

AUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED

JUNE 30, 1989

WHITNEY YOUNG CHILD DEVELOPMENT CENTER
 STATEMENT OF FINANCIAL POSITION
 JUNE 30, 1989

ASSETS

Current Assets

Cash	\$ 26,182
Investment - Money Market Fund - Note 2	1,804
Account Receivable - Note 2	21,902
Prepaid Insurance	5,519
Total Current Assets	\$ 55,507

26,182 ← Cash on hand
 1,804 at fiscal year
 21,902 1989
 5,519
 55,507

Investment Income
 See pg. 7

Fixed Assets

Leasehold Improvements	50,000
Equipment	20,927
Total Fixed Assets - Note 1	70,927

Total Assets

\$ 126,434

LIABILITIES AND FUND BALANCE

Liabilities

Accounts Payable - Trade	\$ 6,535
Accounts Payable - Child Care Food Program - Note 5	5,207
Accrued Payroll & Vacation - Note 4	19,647
Unearned Revenue	12,860
Total Liabilities	44,249

Fund Balance

Fund Balance	(55,856)
Restricted	67,114
Unrestricted	70,927
Valuation Reserve - Note 1	
Total Fund Balance	82,185
Total Liabilities and Fund Balance	\$ 126,434

The accompanying notes are an integral part
 of these Financial Statements.

WHITNEY YOUNG CHILD DEVELOPMENT CENTER
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE YEAR ENDED JUNE 30, 1989

	RESTRICTED			UNRESTRICTED		
	United	San Francisco	Community	General	Center	Total
Revenue	Pre-School Program	Food Program	Way Day Care	Development	Fund	
<u>California State</u>						
Department of Education	\$143,866	\$92,521	\$22,481	\$ -0-	\$ -0-	\$ 258,866
City and County of San Francisco	-0-	-0-	-0-	76,361		76,361
United Way			27,609			27,609
Parent Fees			47,233	19,350		66,583
Donations and Other	10		54	2,565	580	28,918
Total Revenue	\$143,876	\$92,521	\$22,535	\$77,407	\$ 96,291	\$25,709
<u>Expenditures</u>						
<u>Certified Salaries:</u>						
Teachers	\$ 43,275	\$16,956	\$ 0-	\$ 6,932	\$ 23,630	\$ 0-
Supervisors	17,577	23,067	-0-	4,824	23,709	-0-
Other	10,095	.37	-0-	7,213	23,971	-0-
<u>Classified Salaries:</u>						
Instructional Aides	29,625	12,081	-0-	4,680	12,100	-0-
Clerical and Office Personnel	13,519	10,994	252	2,866	-0-	-0-
Other	1,332	-0-	14,879	-0-	-0-	-0-
<u>Employee Benefits</u>	13,747	.8,462	1,683	5,391	10,108	-0-
Supplies	7,231	6,084	-0-	4,362	3,002	20,883
Other Supplies	1,168	594	12,456	725	2,584	416
Equipment	1,497	1,461	-0-	1,202	349	-0-
Travel, Conference and Other Expenses	6,181	4,337	244	4,808	4,673	3,327
Contracts, Rents and Leases	6,637	6,948	600	5,069	500	786
Audit	1,500	1,500	500	500		-0-
Total Expense	\$153,384	\$92,521	\$30,614	\$48,572	\$105,126	\$4,733
<u>Excess (Deficit) of Revenue over Expenditures</u>	<u>\$ (9,508)</u>	<u>\$ -0-</u>	<u>\$ (8,079)</u>	<u>\$ 28,835</u>	<u>\$ (8,835)</u>	<u>\$20,976</u>
						<u>\$ 23,389</u>

16) Principles of Financial Management
16) Fiscal year
16) 1989

WHITNEY YOUNG CHILD DEVELOPMENT CENTER
 STATEMENT OF CASH FLOWS
 JUNE 30, 1989

Cash Flows from Operating Activities:

Cash Received From:

State Apportionments:

Handicapped	\$ 142,706
Preschool	101,112
Child Care Food Program	27,499
City and County of San Francisco	88,974
United Way	30,174
Parent Fees	66,582
Other	26,353
	<u>\$ 483,400</u>

Cash Disbursed To:

State Handicapped Child Care	161,294
State Preschool Child Care	96,498
Child Care Food	31,491
Other Child Care	164,668
Support Services	4,993
	<u>\$ 458,944</u>

Net Cash Flow From Operating Activities \$ 24,456
 (Net Increase in cash)

Cash Beginning of Year 1,726

Cash at End of Year \$ 26,182

Reconciliation of Net Income Cash Provided By Operations:

Excess of Revenues Over Expenses \$ (23,389)

Adjustments to Reconcile Net Cash Provided by Operations to Excess of Expenses Over Revenues:

Decrease in Accounts Receivable	21,088
Increase in Prepaid Expenses	(3,772)
Increase in Investment	(104)
Decrease in Trade Accounts Payable	(10,272)
Increase in Unearned Revenue	132
Decrease in Loans Payable	(2,427)
Increase in Child Care Food Program Payable	5,207
Decrease in Accrued Expenses	(8,819)
Increase in Beginning Fund Balance	34

Total Adjustments \$ 1,067

Net Cash Provided by Operations \$ 24,456

← Also in assets -
 pg 3 - Statement of
 Position
 operating services
 on pg. 4

WHITNEY YOUNG CHILD DEVELOPMENT CENTER
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1989

1. Summary of Significant Accounting Policies

The Whitney Young Child Development Center (WYCDC) is a non-profit organization under the Internal Revenue Service Code 501 (c) (3). The WYCDC Corporation has entered into contracts with the California State Department of Education (SDE) and the City and County of San Francisco - Mayor's Office of Child Development (MOCD) to provide child care services to a significant number of handicapped children in the pre-school as well as the handicapped program.

During the current fiscal year, the Corporation also received funding from the Bay Area United Way.

The Corporation's financial statements have been prepared on the accrual basis of accounting except for the cost of furniture, fixtures, and equipment which are recorded as an expense when incurred in order to match costs with contract revenue. Furniture, Fixtures, and Equipment are then capitalized with a related valuation reserve.

The Company's management has chosen to account for the activities of each program (Pre-School, Handicapped, United Way-Day Care, Office of Community Development) as a separate fund. All funds are consolidated in one general Balance Sheet for reporting purposes.

2. Money Market Fund and Accounts Receivable

The Money Market Fund for resources not in use generated interest income during the year at an average rate of approximately seven percent (7%).

Accounts Receivable at June 30, 1989 were comprised as follows:

State Department of Education:

Pre-School	\$ 374
Handicapped	1,160
Food Program	5,100
City and County of San Francisco	14,395
Other	870
 Total	 \$ 21,902

\$ 21,902 ← Investment income -
funds not in use - L
a period of time.

Probably these funds are
over a period of a year

Bay View Hill Neighborhood Association
1031 Key Street • San Francisco, CA 94124 • (415) 467-0899

SEPT. 28, 1990

MS. GAIL ORR-SMITH
CITY HALL ROOM 159
SAN FRANCISCO, CA. 94102

DEAR GAIL;

I MET WITH THE BAYVIEW MERCHANTS ASSOCIATION ON MONDAY, SEPT. 24, 1990 AND OBTAINED THEIR APPROVAL FOR THE MEETING AS OUTLINED IN ATTACHMENT A, WHICH CONTAINS AN AGENDA THAT WILL FORM THE BASIS FOR TALKS AND DISCUSSION. PLEASE CONTACT THE MAYOR AND SUPERVISOR WARD AND CAPTAIN HOLDER OF POTRERO STREET STATION, TO ASSURE THAT THEY CAN ATTEND.

WE WILL SEND ATTACHMENT A TO ALL ORGANIZATIONS LISTED ON ATTACHMENT B PLUS THE SOUTHEAST COMMUNITY CENTER COMMISSION. MAILING WILL OCCUR TUESDAY, OCT. 2, 1990.

I BELIEVE THIS SUBSTANTIALLY COVERS OUR AGREEMENT. IF YOU WANT TO AMEND THE AGENDA, PLEASE NOTIFY ME BEFORE TUESDAY. THANKS FOR YOUR ABLE ASSISTANCE.

SINCERELY,

Ralph D. House
RALPH D. HOUSE
PRESIDENT

NOTICE---NOTICE---NOTICE

TO: ALL SOUTHEAST BAYSHORE COMMUNITY ORGANIZATIONS;

FROM: THE THIRD STREET MERCHANTS ASSOCIATION AND THE BAYVIEW HILL
NEIGHBORHOOD ASSOCIATION SPONSORS:

SPECIAL AREA WIDE MEETING FOR CITIZEN'S

WITH: MAYOR ART AGNOS, SUPERVISOR DORIS WARD AND CAPTIAN HOLDER.

WHEN: OCT. 16, 1990 at 7:00 P.M.

WHERE: ST. PAUL OF THE SHIPWRECK GYMNASIUM-THIRD ST. AT JAMESTOWN AVE.

AGENDA

SURFACE AND TRAFFIC CONDITIONS ON THIRD STREET.

A. POSSIBILITY OF OBTAINING A RIGHT-OF-WAY FROM GENEVA AVE TO HIGHWAY
101 SOUTH.

B. POSSIBILITY OF ESTABLISHING A TRUCK ROUTE EAST OF CANDLESTICK PARK
TO EVANS AVE VIA HUNTERSPONT NAVAL SHIPYARD.

PROGRESS REPORT ON OBTAINING A FULL SERVICE GROCERY AT OLD SAFEWAY SITE.

VOTER REGISTRATION DRIVE:

A. ABSENTEE BALLOTS FOR OUR OLDER AND FRAGILE POPULATION.

B. TELEPHONE CONTACTS WITH ALL ELIGIBLE VOTERS IN THE DISTRICT.

SAN FRANCISCO POLICE DEPARTMENT AND COMMUNITY RELATIONS.

A. STAFFING AND ITS EFFECTS ON PROTECTION FOR THE COMMUNITY.

B. CITIZEN'S COOPERATING WITH THE DEPARTMENT FOR A SAFER DISTRICT.

C. EXPECTED SUPPORT FROM THE DEPARTMENT AND THE D.A.'S OFFICE.

THIS MEETING COULD BE THE MOST IMPORTANT ONE OCCURRING DURING THIS YEAR.
FOR THE BENEFIT OF ALL RESIDENTS, WE MUST COME TOGETHER TO SEEK AND FIND
SOLUTIONS FOR THE PROBLEMS THAT AFFLICT OUR DISTRICT. WE, THEREFORE, URGE
EACH AND EVERY ORGANIZATION TO NOTIFY ITS MEMBERSHIP AND SEND A REPRESENT-
ATION TO PARTICIPATE IN THIS MEETING.

the NEW BAYVIEW Committee

P.O. Box 3731 • San Francisco, CA 94188-3731

• Hon. Doris M. Ward, Chair

Bayview Hunter's Point Neighborhood Groups

BVHP Crime Abatement Committee

c/o [unclear]

Bayview Hill Neighborhood Association

c/o Ralph House

Northridge Cooperative Homes

c/o Drevelyn Minor

New Hunter's Point Homeowners/LaSalle Heights

c/o Betty netta Gallaread

Shafter Avenue Community Club

c/o Harold Madison

Bayview Merchants Association

c/o Mohammed Al-Kazeem

Morgan Heights Homeowners

c/o Claude Wilson

Bayview Democratic Club

c/o Karen Pierce

District 7 Democratic Club

c/o Espanola Jackson

Shipyard Businesses

c/o Scott Madison

Mariners Village Homeowners

c/o Beulah Jackson

BVHP Ecumenical Council

c/o Donneter Lane

Innes Avenue Homeowners

c/o Betty Scott

Williams Avenue Safewatch

c/o Marilyn Thorn

Friends of Candlestick Point SRA

c/o George Kelsey, Ex Dir

SF League of Urban Gardeners

c/o Rob Blair

BVHP Concerned Residents

c/o Betsey Blom-Stallinger

BVHP Homeowners & Residential Comm Dev Council

c/o Rev. Eddie Welbon



TO: Pacific States Airlines Services Inc.

FROM: *Todd Cockburn*
Executive Director

Memorandum

DATE: 10/3/90

SUBJECT: Consolidation of Earl P. Mills Center
and termination of services

FILE NO:

This is to officially notify you of the transfer of responsibility for the Earl P. Mills Center to the Department of Public Work's Clean Water Program, and the Center's consolidation with the Southeast Community Facility (SECF), in-so-far as management and control is concerned. This is being done at the request of the Mayor's Office to place the facility under the Commission that has responsibility for the SECF and to minimize costs.

The Earl P. Mills Center is funded through general fund allotments and you all are aware of the shortages of these funds. Regrettably, we have no money available to continue janitorial or other similar services. On September 26, 1990, the SECF Commission approved a motion to make tenants financially responsible for these services should they wish to continue them.

Please be advised that the City's responsibility for janitorial services from Pacific States Airlines Services Inc., will end as of October 31, 1990. Tenants have been notified to individually contract for the above service.

If you wish further information, please call Alex Pitcher, Manager, Public Affairs, at 431-9430.

cc: SECF Commision
Alex Pitcher
Ella Stoneham-Brown
Randy Williams, City Purchaser



TO: Sunset Scavenger

FROM: *Todd Cockburn*
Executive DirectorSUBJECT: Consolidation of Earl P. Mills Center
and termination of services

Memorandum

DATE: 10/3/90

FILE NO:

This is to officially notify you of the transfer of responsibility for the Earl P. Mills Center to the Department of Public Work's Clean Water Program, and the Center's consolidation with the Southeast Community Facility (SECF), in-so-far as management and control is concerned. This is being done at the request of the Mayor's Office to place the facility under the Commission that has responsibility for the SECF and to minimize costs.

The Earl P. Mills Center is funded through general fund allotments and you all are aware of the shortages of these funds. Regrettably, we have no money available to continue garbage removal or other similar services. On September 26, 1990, the SECF Commission approved a motion to make tenants financially responsible for these services should they wish to continue them.

Please be advised that the City's responsibility for garbage removal services from Sunset Scavenger (debris box #2988) will end as of October 31, 1990. Tenants have been notified to individually contract for the above service.

If you wish further information, please call Alex Pitcher, Manager, Public Affairs, at 431-9430.

cc: SECF Commision
Alex Pitcher
Ella Stoneham-Brown



TO: ADT Security Systems

Memorandum

FROM: *Todd Cockburn*
Executive Director

DATE: 10/3/90

SUBJECT: Consolidation of Earl P. Mills Center
and termination of services

FILE NO:

This is to officially notify you of the transfer of responsibility for the Earl P. Mills Center to the Department of Public Work's Clean Water Program, and the Center's consolidation with the Southeast Community Facility (SECF), in-so-far as management and control is concerned. This is being done at the request of the Mayor's Office to place the facility under the Commission that has responsibility for the SECF and to minimize costs.

The Earl P. Mills Center is funded through general fund allotments and you all are aware of the shortages of these funds. Regrettably, we have no money available to continue security or other similar services. On September 26, 1990, the SECF Commission approved a motion to make tenants financially responsible for these services should they wish to continue them.

Please be advised that the City's responsibility for security services from ADT Security Systems will end as of October 31, 1990. Tenants have been notified to individually contract for the above service.

If you wish further information, please call Alex Pitcher, Manager, Public Affairs, at 431-9430.

cc: SECF Commision
Alex Pitcher
Ella Stoneham-Brown



Memorandum

TO: Gareth B. Reid
Director, Whitney Young Child Development Center

FROM: *Todd Cockburn*
Executive Director

SUBJECT: Consolidation of Earl P. Mills Center
and termination of services

DATE: 10/3/90

FILE NO:

This is to officially notify you of the transfer of responsibility for the Earl P. Mills Center to the Department of Public Work's Clean Water Program, and the Center's consolidation with the Southeast Community Facility (SECF), in-so-far as management and control is concerned. This is being done at the request of the Mayor's Office to place the facility under the Commission that has responsibility for the SECF and to minimize costs.

The Earl P. Mills Center is funded through general fund allotments and you all are aware of the shortages of these funds. Regrettably, we have no money available to continue janitorial, garbage, ADT, security guard, or other similar services. On September 26, 1990, the SECF Commission approved a motion to make tenants financially responsible for these services should they wish to continue them.

Please be advised that the City's responsibility for ADT, janitorial, and garbage services will end as of October 31, 1990. The McCoy security patrol contract expired September 30, 1990, and was not renewed. Tenants may individually contract for the above services.

Staff will be in contact with you to assist in the transition. If you wish further information, please call Alex Pitcher, Manager, Public Affairs, at 431-9430.

cc: SECF Commision
Alex Pitcher
Ella Stoneham-Brown



TO: Ruth Williams
Director, Bayview Repertory Theatre

FROM: *Todd Cockburn*
Executive Director

SUBJECT: Consolidation of Earl P. Mills Center
and termination of services

Memorandum

DATE: 10/3/90

FILE NO:

This is to officially notify you of the transfer of responsibility for the Earl P. Mills Center to the Department of Public Work's Clean Water Program, and the Center's consolidation with the Southeast Community Facility (SECF), in-so-far as management and control is concerned. This is being done at the request of the Mayor's Office to place the facility under the Commission that has responsibility for the SECF and to minimize costs.

The Earl P. Mills Center is funded through general fund allotments and you all are aware of the shortages of these funds. Regrettably, we have no money available to continue janitorial, garbage, ADT, security guard, or other similar services. On September 26, 1990, the SECF Commission approved a motion to make tenants financially responsible for these services should they wish to continue them.

Please be advised that the City's responsibility for ADT, janitorial, and garbage services will end as of October 31, 1990. The McCoy security patrol contract expired September 30, 1990, and was not renewed. Tenants may individually contract for the above services.

Staff will be in contact with you to assist in the transition. If you wish further information, please call Alex Pitcher, Manager, Public Affairs, at 431-9430.

cc: SECF Commision
Alex Pitcher
Ella Stoneham-Brown



Memorandum

TO: Peter Zabriski
Director, Jamestown Learning Center

FROM: Todd Cockburn
Executive Director

SUBJECT: Consolidation of Earl P. Mills Center
and termination of services

DATE: 10/3/90

FILE NO:

This is to officially notify you of the transfer of responsibility for the Earl P. Mills Center to the Department of Public Work's Clean Water Program, and the Center's consolidation with the Southeast Community Facility (SECF), in-so-far as management and control is concerned. This is being done at the request of the Mayor's Office to place the facility under the Commission that has responsibility for the SECF and to minimize costs.

The Earl P. Mills Center is funded through general fund allotments and you all are aware of the shortages of these funds. Regrettably, we have no money available to continue janitorial, garbage, ADT, security guard, or other similar services. On September 26, 1990, the SECF Commission approved a motion to make tenants financially responsible for these services should they wish to continue them.

Please be advised that the City's responsibility for ADT, janitorial, and garbage services will end as of October 31, 1990. The McCoy security patrol contract expired September 30, 1990, and was not renewed. Tenants may individually contract for the above services.

Staff will be in contact with you to assist in the transition. If you wish further information, please call Alex Pitcher, Manager, Public Affairs, at 431-9430.

cc: SECF Commission
Alex Pitcher
Ella Stoneham-Brown



TO: Martha Roditti
Executive Director, Children's Council

FROM: Todd Cockburn
Executive Director

SUBJECT: Consolidation of Earl P. Mills Center
and termination of services

Memorandum

10/3/90
DATE:
FILE NO:

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cc: SECF Commision
Alex Pitcher
Ella Stoneham-Brown



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbie Brown
Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

NOTICE OF MEETING

THURSDAY, OCTOBER 11, 1990

6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES - September 26, 1990
- IV. COMMUNICATIONS
- V. REPORT - Todd Cockburn, Executive Director, CWP, or designee
- VI. DISCUSSION - Decorative Plant Service
- VII. NEW BUSINESS
- VIII. PUBLIC COMMENT
- IX. ADJOURNMENT



10/11/90

SOUTHEAST COMMUNITY FACILITY COMMISSION

CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

M I N U T E S
THURSDAY, OCTOBER 11, 1990
6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

OCT 22 1990

SAN FRANCISCO
PUBLIC LIBRARY

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Thursday, October 11, 1990 at 6:15 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: Harry Quinn, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Alex Mamak, Public Information Coordinator, CWP; Rufus Davis, BVHP Crime Abatement Committee; Juanita Owens, Acting Director, SECCC; Ted Martin, Chairperson, SECCC Advisory Board; Edward Rathbun, President, Decorative Plant Service; Ella Stoneham-Brown, Staff Person, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Garlington, seconded by Commissioner Jackson-Sims and carried to adopt the minutes of September 26, 1990.

IV. COMMUNICATIONS

Refer to Item V.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Pitcher reported that Ms. Stoneham-Brown contacted and confirmed the names of community persons who offered to serve on the College Ad Hoc Committee. The Board for the Commissioners' pictures has been constructed and will be installed in its permanent location on October 15th. A meeting has been scheduled between the CWP staff, City Attorney John Roddy, OCD, Real Estate and Building Repair for October 16th at 2:00 p.m. to review the transfer of the EPMC.

The following communications were submitted for the Commissioners' perusal:

- a) Letters informing community volunteers of the ad hoc meeting on October 18th at 7:00 p.m.
- b) A draft of the Budget Analyst's report to the Board of Supervisors' Finance Committee regarding the SECF childcare lease.
- c) Official notices to the EPMC tenants and the contracting agencies apprising them of the consolidation of the center and the termination of services.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Ettinger and carried to accept Mr. Pitcher's report.

VI. DISCUSSION - DECORATIVE PLANT SERVICE

Mr. Rathbun was available to answer questions and address concerns of the Commission.

- a) Commissioner Madison - How was the split into various divisions of the greenhouse operation and the hiring goals determined--in that, only one division was held accountable to meet the terms of the MOU?

Mr. Rathbun gave an overview of the negotiations that were made for the greenhouse and production facility, prior to the establishment of the Commission (copies were submitted for the Commissioners' review).

Mr. Quinn added that some of the Commissioners were involved in the initial planning of this facility and had input in the affirmative action clause that was included in the greenhouse lease. This clause was not in the initial lease, however, after negotiations with the second tenant (Decorative Plant Service), the intent was to house

the warehouse and nursery operations into this facility to meet the terms of the affirmative action clause. Within the past year, Decorative Plant Service has consolidated all its operations into this facility and an interpretation needs to be sought through the City Attorney's Office.

b) Commissioner Ettinger - Has a meeting been scheduled to seek legal advice on the status of the MOU?

Mr. Pitcher replied that Mr. Roddy has recently returned to his office and the meeting will be forthcoming.

c) Commissioner Ettinger - What was the intention of those involved in establishing the MOU in terms of the number of employees to be served?

Commissioner Jackson-Sims stated that during the negotiating of the MOU, the committee was informed that there would be only 10 nursery vacancies for experienced workers and that there would be a horticulture program linked with the college. The reason that the other divisions of the company were not included in the MOU was because the committee was only concerned with this facility and not outside locations.

d) Commissioner Brown - What is the employment breakdown of the total greenhouse operation?

Mr. Rathbun replied that there are more than 67 employees in this facility. There has been an upward mobility within the company and some of the community employees have changed positions or relocated to other areas. Overall, there has not been a great influx of Asian or Black applicants in the plant industry. (Mr. Rathbun will forward the requested information.)

Mr. Pitcher explained that in the initial planning of the greenhouse, it was intended that there would be a liaison person from the community, an entrepreneur program for community involvement in management and nursery positions, and a horticulture training (on-the-job) with the college. With the circumstances that surrounded the former tenant, this did not work and it would be difficult for Decorative Plant Service to fulfill the initial intentions of the community. It was not envisioned during the negotiations that Decorative Plant Service would expand or consolidate. It is hoped that an effort will be made to employ more community persons in the total operation.

Mr. Rathbun stated that the hiring personnel has been instructed to comply with the affirmative action clause and consider eligible community applicants. The sales, supervisory and managerial applicants must have a four-year horticulture degree to qualify for those positions. Mr. Pitcher stated that if a broader sector of the community and the Commission were aware of job openings, they could assist in getting more community persons employed.

e) Commissioner Garlington - What are the possibilities of developing a horticulture program with the college?

Dr. Owens was optimistic in exploring this possibility which could be included in the survey for new course offerings. She questioned the four-year degree requirements and asked if a two-year degree is sufficient. Mr. Rathbun stated that arrangements can be made to consider two-year degree applicants with experience for managerial positions.

f) Commissioner Brown - When the horticulture program was proposed at this site, the Commission was informed by the SFCCD administration that they were trying to avoid duplication of programs that were already offered elsewhere.

Dr. Owens concurred. However, with the reorganization of the district, it will be one institution and most courses will go through the conversion process and become credited. She did not foresee a problem, however, she will pursue the concept and present her findings to the ad hoc committee. Mr. Quinn suggested the possibility of obtaining an instructor from City College who has an M.A. degree in horticulture to teach courses at this facility.

g) Commissioner Ettinger - What are the minimum teaching requirements at City College (M.A. degree or a B.A. degree with practical experience)?

Dr. Owens will obtain the information and report back to the Commission.

Mr. Rathbun questioned why the MOU was specifically included in the greenhouse lease and not in the other leases. Commissioner Jackson-Sims clarified that the planning committee wanted the greenhouse to open first because they were under the impression that it would supply jobs for the BVHP residents, whereas, the college would not.

Mr. Quinn stated that from a practical standpoint, the greenhouse was and is not suited for growing plants. Also, in considering the fact that the facility had to go out for bid

and a firm with a staffing of four that later went bankrupt was obtained; basically, Decorative Plant Service helped the City and it would be difficult trying to get another tenant for that facility. Commissioner Palega stated that geographically, the greenhouse does facilitate a lot of businesses within the immediate area which is a benefit and savings for the company. Mr. Pitcher commented on the positive remarks from the community regarding Mr. Rathbun's cooperation in supplying them with plants. There was a brief discussion on the parking facilities during the weekend activities. Commissioner Jones asked that two stalls be identified for the greenhouse tenants only.

Commissioner Jones stated that the report submitted by Ms. Santoni does not give the actual breakdown of community employees at the greenhouse facility because it appears that more were employed than what was reported. She asked that Mr. Rathbun furnish a report of the total number of employees and their classifications; also, the status of community employment and their whereabouts since the report last year. Ms. Santoni will be requested to give quarterly reports on a regular basis. The staff will forward a letter to Ms. Santoni of such.

VII. NEW BUSINESS

Dr. Owens will obtain the student rep's name for the ad hoc committee and call Mr. Pitcher with the information. Notices will be sent to the college reps informing them of the ad hoc meeting on October 18th.

Commissioner Brown explained that the college ad hoc committee was formed as a result of an open forum that was conducted in June of this year. There were concerns expressed as to whether or not the needs of the community were being met by the college. The purpose of the committee is to research areas that cannot be met and devise a plan to facilitate those areas. Commissioner Brown is the chairperson of the ad hoc committee.

Dr. Owens reported that the recruitment task force met earlier that day. Dr. David West, SECCC Advisory Board Member and Counselor at San Mateo Community College has offered to assist with the questionnaire. The Chancellor would like to see it distributed at the voting booths on November 6th and Dr. Owens anticipates that the survey will be ready at that time. (Copies of the questionnaire will be sent to Mr. Pitcher for review by the Commission at the next meeting.) Dr. Owens requested assistance in paying for the expense of running the

data through the system--about \$150.00. There was further discussion on the cost and Mr. Martin suggested that the Advisory Board pay half and the Commission pay the other.

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Jackson-Sims and carried to let the CWP defray the total cost of the data process--not to exceed \$500.00. The check will be made payable to SECCC Advisory Board.

Public Service Announcements (PSA's) have been prepared and are ready for dissemination. It was suggested to Dr. Owens that she contact the following agencies/persons to help with the PSA's: a) Bob Steward of KEST radio station; b) Sheila Robinson of KDIA radio station; c) Speak Freely on Channel 5; and d) Alex Mamak for press releases.

VIII. PUBLIC COMMENTS

Commissioner Brown announced that Commander Phillip Pascael of the U.S. Navy is presently organizing the "1991 Fleet Week" until October 22nd. He has indicated that if the community desires to reopen the shipyard, they will write a business proposal to that affect. Commissioner Jones asked that this be referred to the New Bayview Committee for a decision of reopening the shipyard. On October 28th, Providence Church will have a presentation on AIDS.

Commissioner Palega acknowledged the representation of Commissioners Brown and Madison at the Mayor's reception for "Fleet Week."

Dr. Owens thanked Mr. Pitcher for the commendation letters written to Officer Bitsy Henry and Counselor Jan Baer for their performance during Saturday sessions at the college.

IX. ADJOURNMENT

A motion was made by Commissioner Palega, seconded by Commissioner Garlington and carried for adjournment. The meeting adjourned at 7:40 p.m. The next meeting will be held on October 24, 1990, 6:00 p.m.



4/90
SOUTHEAST COMMUNITY FACILITY COMMISSION
CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbie Brown
Matt Ettinger

Ethel Garlington
Espanola Jackson
Scott Madison

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OCT 22 1990
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NOTICE OF MEETING

WEDNESDAY, OCTOBER 24, 1990

6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES - October 11, 1990
- IV. COMMUNICATIONS
- V. REPORT - Todd Cockburn, Executive Director, CWP, or designee
- VI. DISCUSSION - Update on Senior Escort Program - Rochelle Frazier, Interim Executive Director, SEP
- VII. REPORT - Ad Hoc Committee on SE College Campus
- VIII. NEW BUSINESS
- IX. PUBLIC COMMENT
- X. ADJOURNMENT



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2 SOUTHEAST COMMUNITY FACILITY COMMISSION
10/24/90 CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

M I N U T E S
THURSDAY, OCTOBER 24, 1990
6:00 P.M.
1800 Oakdale Avenue
San Francisco, California

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NOV 7, 1990

MANHATTAN
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I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Thursday, 10/24/90 at 6:15 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Excused: Commissioner Bobbrie Brown

Others Present: John Rathsam, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Alex Mamak, Public Information Coordinator, CWP; Rufus Davis, BVHP Crime Abatement Committee; Laroy McDonald, Business Development Inc.; Juanita Owens, Acting Director, CCSF Southeast Campus; Rose Mary Johnson, Counselor, CCSF Southeast Campus; Rochelle Frazier, Interim Executive Director, BVHP Senior Escort Program; Lucille McGee and Bessie Franklin, Staff Persons, BVHP Senior Escort Program; Ella Stoneham-Brown, Staff Person, CWP; and Liz Palega, Secretary, CCSF/SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Garlington and carried to adopt the minutes of October 11, 1990.

IV. COMMUNICATIONS

No communications were submitted.

more information

100,000

Estimated
number of
adults

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Pitcher reported that CWP staff met with the OCD, Department of Real Estate and City Attorney's Office to discuss the EPMC. Sunset Scavenger has agreed to reduce the monthly fee to \$125 (until June of 1991) as opposed to having individual payments from tenants. The meeting was a fruitful one.

Ms. Stoneham-Brown stated that the asbestos inspection is being done at the EPMC and the three satellite sites. Safety hazards have been identified and repairs have started by DPW. The electrical wiring on the reservoir will not be scheduled until a week or two. Mr. Pitcher added that all safety codes are being brought up to par. OCD has \$60,000 discretionary monies to take care of cosmetics for all its facilities--perhaps some of these funds could be used.

There was discussion and questions concerning the three childcare satellite sites. Mr. Pitcher explained that these sites were granted under a different setup through the federal government--in that, no rent is to be charged; however, the City will be responsible for the operation and maintenance of those facilities. There is an agreement with the City that each tenant will be responsible for its utilities and operation of programs, whereas, the City would handle emergencies (cosmetic maintenance) as they occur. This information was provided in the background documents that were submitted. (Mr. Pitcher will prepare a report listing the centers and its locations, operational procedures, services being provided and fees.)

The Applied Pest Management Company has agreed to provide services free of charge, semimonthly for all the EPMC tenants except the Whitney Young Child Development Center who had made previous arrangements.

The childcare ordinance for the Far West Lab lease has been approved by the Board of Supervisors and is ready for the Mayor's and Dr. Bellorado's signatures (effective September 1, 1990). The Far West Lab headquarters is relocating to Third and Harrison Streets.

ACTION: A motion was made by Commissioner Ettinger, seconded by Commissioner Garlington and carried to request a quarterly report from Far West Lab.

Mr. Pitcher commented on the beautiful display of the Commissioners' pictures in the front lobby and encouraged everyone to see it. Commissioner Jackson-Sims was acknowledged for her work in that project.

Mr. Mamak reported that the official name for the college is "City College of San Francisco, Southeast Campus." The sign shop has been contacted, but the designated person is on vacation. Mr. Mamak proposed that nine of the signs include the wording that was passed by the Commission and the other four signs closer to the vicinity be separated into two signs next to each other, "Southeast Community Facility" and "CCSF, Southeast Campus." Commissioner Jackson-Sims volunteered to work with Mr. Mamak on the locations of the signs.

ACTION: A motion was made by Commissioner Madison, seconded by Commissioner Garlington and carried to accept Mr. Pitcher's report.

VI. DISCUSSION/UPDATE ON SENIOR ESCORT PROGRAM - ROCHELLE FRAZIER

Ms. Frazier reported that she has been with the program for three months and she is trying to build a working relationship with staff. They are in the process of negotiating space for the Mission Office and Administration Office in the Mission area. Potrero Hill services are low at this time, therefore, there has not been separate provisions made for that area. At present, there are Chinatown, Mission, Western Addition, BVHP/Potrero Hill, North of Market and South of Market Offices. There are about 130 clients serviced by the BVHP office--overall, about 200 clients are escorted.

The entire program has a total staffing of 50 escort persons which will not be backfilled. All of the top administrators at the central office have left and the staff will be given the opportunity to apply for those vacant positions. Ms. Frazier's position is temporary and will expire in January or February. Ms. Lucy Lui has been promoted to Assistant Director at this facility.

Ms. Frazier felt that at present, there are no clients that have been discouraged or eliminated from the services at BVHP. There is ample work for the four full-time employees. There has not been any interaction with the Citizens Council--only the Crime Prevention Council. The Senior Advisory Council no longer exist. There has been numerous staff meetings and the staff morale seems positive.

The walking patrol still exist at the South of Market, Tenderloin, Western Addition and General Hospital. The walking patrol consist of mostly volunteers and they seem satisfied with their work. The dispatch system is in operation and all vans have radios. The six operating vans are not wheelchair accessible and new vans are needed. Each office has access to a van on a daily basis. The vans that were donated by Delancey Street have broken down and are no longer in use. Transportation of clients in the vans is limited to only the San Francisco area. Also, there is only enough monies to be able to pay for one-way transportation of clients in cabs. (A fact sheet was provided for the Commissioners' perusal.)

Ms. McGee and Ms. Franklin thanked the Commission for their support. They commented on Ms. Frazier's efforts in making the program work and the great job she is doing. Commissioner Jones was pleased to hear the positive remarks and reminded that the Commission is always here and is very supportive of the seniors.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Garlington and carried to accept Ms. Frazier's report.

VII. REPORT - AD HOC COMMITTEE ON CCSF, SOUTHEAST CAMPUS

Commissioner Jackson-Sims reported that the ad hoc committee met on October 18th and the next meeting was scheduled for November 7th at 7:00 p.m. The committee decided to meet twice a month, but no actual dates have been set. Two new members were added to the committee: Dr. Frank Clauss and Ms. Clydenia Austin. Introductions were made and everyone gave a brief description of interest/programs they wanted at the college. The programs will be discussed at the next meeting and workshops will be established to determine which programs to recommend to the full Commission for approval.

Dr. Owens will prepare a programmatic flow chart of the college for the next meeting. She plans to have a tour of the facility to educate the members on the course offerings and space availability. Commissioner Garlington stated that credited class offerings were discussed as an alternative to draw students to this facility--Dr. Owens will explore the possibilities.

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Palega and carried to accept Commissioner Jackson-Sims' report.

VIII. NEW BUSINESS

Commissioner Jackson-Sims expressed great concern that Dr. Owens has been working diligently to make significant changes at the college, but her term will expire in January. She believed that this would be a disadvantage to the community and questioned what could be done by the Commission to keep Dr. Owens at this site. Mr. Pitcher concurred that Dr. Owens has made a tremendous change in the college and this community. He suggested that a letter be submitted to the college board expressing the Commission's feeling towards retaining Dr. Owens at this site or being placed on the agenda to give testimony of such. Dr. Owens explained that her next assignment is not concrete, however, as an acting director, she is placed at the discretion of the district. She would like to remain at this site and continue the work that has started.

ACTION: A motion was made by Commissioner Palega, seconded by Commissioner Jackson-Sims to forward a letter to the college board commending Dr. Owens on her performance and recommending that first consideration be given to retain her at this facility--should the position become available.

After further discussion and deliberation, it was unanimously passed to accept the motion.

Mr. Pitcher stated that a community plumbing contractor is in the process of installing three to four sinks in the allied health labs of the college (expected to be completed within the next 30 days). Arrangements will be made with the Senior Escort Program for accommodations to avoid the noise during the construction.

Dr. Owens distributed the interest survey questionnaire for the Commissioners' review. She explained how the survey was designed and how the data will be collected. A few minor changes have been made by the new Assistant to the Chancellor. The targeted date for dissemination is November 6th at the voting booths. She will be meeting with personnel from the registrar of voters office to determine which locations to place the surveys. November 17th is the follow-up date in which volunteers will gather the information from strategic locations (southeast sector)--about 3,000 surveys.

There was a discussion of the survey and the following suggestions were made: #2(a) add Horticulture and Retail-Grocery Clerk; #2(e/f) ...nominal fee; add at bottom of page "If there are other courses not listed above that you would be interested in taking, please list them"; #2(c) ...drug dependent child; #2(d) use the term beginning instead of remedial; add Potrero Hill 94107 zip code; add a question regarding day or evening classes.

As per the Commission's request, the state guidelines for teaching academic courses at the community college level is an M.A. and non-academic courses require at least an A.A. or A.S. with six years experience or B.A. with two years experience.

Commissioner Jones announced that the Mayor signed an agreement with Cala Foods Supermarket to open an ABC supermarket on Williams Street. Cala Foods has agreed to hire 75% or more residents and help train them. YCD is going to be the contracting agency. Commissioner Palega clarified that the bulk of the training will be OJT and the interim (two-week) training will be done by Cala (stipends available for OJT). Instructional cost will be provided by the funding sources for those agencies desiring to offer the course. Commissioner Jones asked if space could be provided at the college to offer training for this.

Commissioner Garlington stated that the supermarket will open in June of 1991 with 70-100 jobs available. Commissioner Ettinger suggested that the hiring requirements/practices of Walgreens Pharmacy on Third Street be reviewed as an example. Commissioner Jackson-Sims added that the jobs at ABC are union jobs and there are other sites being explored for these chain of stores. The lowest pay is \$4.25 to \$17.00 for a butcher. Dr. Owens asked that if this is going to be an on-going training, it would require long-term planning because simulated workstations would have to be setup and there are insufficient classroom space available.

IX. PUBLIC COMMENT

Commissioner Madison invited everyone to the "Annual Open Studio" for artists on November 3rd and 4th at the Hunters Point Naval Shipyard, 11:00 a.m. to 5:00 p.m.

X. ADJOURNMENT

A motion was made by Commissioner Palega, seconded by Commissioner Ettinger and carried for adjournment. The meeting adjourned at 8:35 p.m. The next meeting will be held on November 8, 1990, 6:00 p.m.



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown
Matt Ettinger

Ethel Garlington
Espanola Jackson
Scott Madison

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NOV 9 1990

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NOTICE OF MEETING

THURSDAY, NOVEMBER 8, 1990

6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES - October 24, 1990
- IV. COMMUNICATIONS
- V. REPORT - Todd Cockburn, Executive Director, CWP, or designee
- VI. AD HOC COMMITTEE REPORT - CCSF Southeast Campus
- VIII. NEW BUSINESS
- IX. PUBLIC COMMENT
- X. ADJOURNMENT

1931-1932

Mr. Fred

24th

Mr. Fred

24th



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#2

11/8/90

SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

~~MINUTES~~
THURSDAY, NOVEMBER 8, 1990
6:00 P.M.
1800 Oakdale Avenue
San Francisco, California

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SAN FRANCISCO
PUBLIC LIBRARY

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Thursday, November 8, 1990 at 6:10 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Excused: Commissioner Matt Ettinger

Others Present: John Rathsam, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Alex Mamak, Public Information Coordinator, CWP; Rufus Davis, BVHP Crime Abatement Committee; Juanita Owens, Acting Director, CCSF Southeast Campus; Rose Mary Johnson, Counselor, CCSF Southeast Campus; Clydenia Austin, College Ad Hoc Committee Member; Ella Stoneham-Brown, Staff Person, CWP; and Liz Palega, Secretary, CCSF/SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Garlington, seconded by Commissioner Palega and carried to adopt the minutes of October 24, 1990 with necessary corrections. Correct day of meeting in the Heading and Item I to Wednesday.

IV. COMMUNICATIONS

The following correspondence were submitted for the Commissioners' perusal:

- a) October 29th - Memo sent to Mr. Duncan to arrange a meeting with Mr. Rathbun to identify two parking stalls for the greenhouse employees.
- b) October 30th - Memo sent to Mr. Cockburn requesting a legal interpretation of the affirmative action clause in the greenhouse MOU.
- c) October 30th - Letter sent to Ms. Santoni requesting submission of reports on a quarterly basis.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Mamak reported that CWP staff is still negotiating the cost for placing signs in designated areas. (A full report should be available at the next meeting.)

Mr. Pitcher reported that the plumbing contractor is doing well with the installation of the college sinks--there will be an inspection by the City Inspector's Office on November 9th.

A meeting was called by Deputy Mayor Everhart on November 5th, to discuss the discontinuance of services at the EPMC. CWP, OCD, Commissioner Palega and Ms. Reid were present. Deputy Mayor Everhart explained that when the EPMC was transferred, it was not the Mayor's intent to eliminate any services at that facility.

Mr. Pitcher noted that CWP does not have any general funds to facilitate services and repairs. During the transition, it was assumed that OCD would transfer some general funds with the center for the existing year. However, OCD only had a six-month budget from January to June of this year.

Commissioner Palega stated that a custodian is maintaining the EPMC on a weekly basis. Ms. Reid alleged that she had spent over \$2,000 for repairs. She was informed that an effort would be made to recover her loss, upon the attainment of receipts and she should contact CWP for future repairs.

There is a general repair fund available through OCD. Mr. Pitcher explained the procedures of the general fund,

which would not be earmarked for any specific item. CWP staff will meet with OCD on November 13th, to define the general funds and monies from the Mayor's Office to assist the EPMC through June, 1991. (Mr. Pitcher will submit a full report after said meeting.)

Commissioner Palega did specify that the intention of this Commission is to maintain programs and not eliminate any that are vital to this community. Mr. Pitcher commended Commissioner Palega on his representation of the Commission at the meeting.

ACTION: A motion was made by Commissioner Brown, seconded by Commissioner Jackson-Sims and carried to accept Mr. Pitcher's report.

The Commission does not have access to the Whitney Young Child Development Center's (WYCDC's) 1989 audit report that was conducted in October. In addition, based on changes in WYCDC's grant proposal, grant funds were received and an accountability of those funds is needed.

ACTION: A motion was made by Commissioner Brown, seconded by Commissioner Garlington and carried to forward a letter to Ms. Reid requesting submission of the 1989 audit review and response to the 1988 audit (documentation of what transpired).

Commissioner Jones was disturbed that a meeting was called on a decision made by this Commission and the Commission was not consulted. She said there are other childcare centers in this community that are just as important. Preferential treatment given to certain childcare centers is unfair to those operators providing the same services. Other agencies could utilize those funds to pay for utilities/janitorial services and hire additional staff.

VI. AD HOC COMMITTEE REPORT - CCSF, SOUTHEAST CAMPUS

Commissioner Brown reported that the ad hoc committee met on November 7th and the next meeting was scheduled for December 5th at 7:00 p.m. There was a low attendance and perhaps it was due to the elections the previous day. Mr. Ted Martin and Ms. Clydenia Austin asked to be excused from the meeting.

Dr. Owens gave an outstanding detailed presentation of the campus' current organizational structure (programs and personnel). The budget consist of over \$1 million and

Vocational Education Administration (VEA) funding is available. Dr. Owens provided information on the current course offerings and there was a discussion on proposed offerings. The curriculum for the Spring 1991 semester has already been set, however, it is hoped that recommendations will be made to the full Commission and implemented during the 1991-92 fiscal year.

Dr. Owens has been extremely active in making the facility available to the community. The survey met its deadline and was distributed at the voting polls on November 6th. Dr. Owens has requested assistance in circulation of surveys throughout the community. She has offered to conduct a tour of the facility for the committee members and will give another presentation when more members are present. The meeting was a very fruitful and productive one. Commissioner Brown asked that the new Chancellor be invited to a Commission meeting at some future date.

Commissioner Jones suggested that a letter be drafted to absentee members informing them that they were missed at the last meeting; and if their schedule is in conflict with the meetings, notify Mr. Pitcher's Office so that a replacement could be sought.

Commissioner Jackson-Sims stated that members present were very verbal and participated in the discussion. There is a desire to have credited courses and Dr. Owens is eager to enhance the programs. Commissioner Jackson-Sims will accompany Dr. Owens during her interaction with BVHP residents and businesses.

ACTION: A motion was made by Commissioner Palega, seconded by Commissioner Garlington and carried to accept the Ad Hoc Committee Report.

Ms. Clydenia Austin was introduced to the Commissioners.

VII. NEW BUSINESS

Dr. Owens introduced Ms. Rose Mary Johnson who is chairing the recruitment task force. Ms. Johnson reported that the 300 surveys are being collected from the polls and an additional 3,500 are being printed for dissemination on November 17th. She has been networking with the community and overall, everyone has been very receptive.

Bayview Newspaper has assisted with 350 mailers and 1,000 survey inserts in the newspaper; YCD and Fuller Pharmacy are

handing out surveys daily. Commissioner Jones suggested that the Community Defender's Office be contacted for assistance. Ms. Johnson encouraged everyone to take surveys for distribution.

VIII. PUBLIC COMMENT

Commissioner Garlington attended the "Annual Open Studio" for artists on November 4th at the Hunters Point Naval Shipyard. It was an exquisite and enjoyable event with a large show of people (approximately 18,000 attended the two-day affair).

Mr. Pitcher announced Commissioner Brown's promotion to "Employees and Labor Relations Specialist" at Stanford University and her acceptance into the management program. Commissioner Jones congratulated Commissioner Brown on behalf of the Commission.

Commissioner Madison announced that the amendment introduced by Congresswomen Nancy Pelosi to the defense authorization bill for 1990 (requiring the Navy to release half of the shipyard to the City for three years) has become law. Within the next year or two that facility will be opening a variety of economic and developmental activities to make good use of that property. Commissioner Jones encouraged all Commissioners to write congratulatory letters to Congresswomen Pelosi on the passage of her bill.

Commissioner Jones thanked Commissioner Madison for the delicious dessert he supplied and looks forward to the next.

Commissioner Jackson-Sims was contacted by a senior who was in need of a dialysis machine, but was not financially able to afford the service. Commissioner Jackson-Sims called the Senior Escort Program and was referred to the Multipurpose Senior Center on Yosemite. The yosemite site had a dialysis machine and services were provided immediately.

IX. ADJOURNMENT

A motion was made by Commissioner Garlington, seconded by Commissioner Brown and carried for adjournment. The meeting adjourned at 7:25 p.m. The next meeting will be held on November 28, 1990, 6:00 p.m.



3/90
**SOUTHEAST COMMUNITY FACILITY COMMISSION
CITY and COUNTY OF SAN FRANCISCO**

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown
Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

DOCUMENTS DEPT.

NOV 9 6 1990

1800 OAKDALE
PUBLIC LIBRARY

NOTICE OF MEETING

WEDNESDAY, NOVEMBER 28, 1990

6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES - November 8, 1990
- IV. COMMUNICATIONS
- V. REPORT - Todd Cockburn, Executive Director, CWP, or designee
- VI. NEW BUSINESS
- VII. PUBLIC COMMENT
- VIII. ADJOURNMENT



SP
S72
#2
11/28/90

SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown
Matt Ettinger

Ethel Garlington

Espanola Jackson
Scott Madison

~~MINUTES~~
WEDNESDAY, NOVEMBER 28, 1990

6:00 P.M.
1800 Oakdale Avenue
San Francisco, California

DEPARTMENT OF

DEC 14 1990

PUBLIC LIBRARY

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Wednesday, November 28, 1990 at 6:15 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: John Rathsam, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Rufus Davis, BVHP Crime Abatement Committee; Laroy McDonald, Business Development, Inc.; Juanita Owens, Acting Director, CCSF Southeast Campus; David West, Southeast Campus Advisory Board; Clydenia Austin, College Ad Hoc Committee Member; Ella Stoneham-Brown, Staff Person, CWP; and Liz Palega, Secretary, CCSF/SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Garlington, seconded by Commissioner Jackson-Sims and carried to adopt the minutes of November 8, 1990 with necessary corrections.

IV. COMMUNICATIONS

The following communications submitted:

- a) October 29th - Letter sent to the Director of Planning from the Real Estate Department regarding the transferring of properties from the Mayor's Office to the DPW.
- b) November 9 - Letter sent to the President of the CCSF Governing Board recommending the permanent appointment of Dr. Juanita Owens at the Southeast Campus--should the directorship position become available.
- c) November 14 - Memo sent to Mr. Cockburn from Mr. Pitcher reporting on the progress of the asbestos, disabled access and seismic surveys at the EPMC.
- d) November 14 - Letter sent to the Director of the Whitney Young Child Development Center requesting submission of the 1989-90 audited financial statement.
- e) The ordinance for the SECF Childcare lease agreement increasing the monthly rent.
- f) Copy of the Rules of Order pertaining to the organization and election of officers.
- g) Flyer from the Redevelopment Agency announcing an introductory workshop on homes for sale in Hunters Point.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Pitcher reported that Mr. Mamak is out-of-town at a conference. He will give an update of the signs at the next meeting.

The audit report from Ms. Reid has been received and forwarded to Commissioner Palega for the subcommittee's review. The Commission's two-year anniversary is on December 8th and according to the Rules of Order, new officers will have to be elected. The matter will be placed on the agenda of the next meeting. The reappointment of the Commissioners has not been made by the Mayor, however, Mr. Pitcher was informed to follow the Rules of Order.

Mr. Pitcher recommended that invitations be extended to the newly elected CCSF Board of Governor, Dr. William Marquis and Chancellor Evan Dobelle to attend one of the Commission meetings.

Dr. Owens introduced Dr. David West who has been involved in the development of the survey. At present, 733 unduplicated surveys have been received.

Dr. West stated that he is in full support of the survey and has had good feedback from his colleagues in the community college district. He was glad to have been able to make this contribution. There are two parts to the survey: informing the public of the current offerings and soliciting their input in terms of educational programs and supportive services. This concrete data can be used to defend the programs desired by the community-at-large.

Dr. West expressed the importance of getting this facility filled with students and apprising the CCSF administration that there is an interest in the programs being housed here.

Dr. Owens reported that the data has not been tabulated as yet--hopefully, by the first week in December. She would like to schedule an orientation for employees who will be tabulating the data on a spreadsheet. This data entry will be done on a continuous basis--as the surveys are collected. It was suggested that the data entry be done onsite and perhaps by the staff and students who were involved in the task force.

There was a large show of volunteers to distribute the survey on November 17th. (Pictures were circulated of the event.) Dr. Marquis reviewed the survey and suggested that perhaps it could be used as a model for other campuses.

Dr. Owens gave each Commissioner a sign for their vehicle to prevent being cited while at the facility. She encouraged the Commissioners to attend the Christmas celebration on Thursday, December 13th at 6:00 p.m. to 9:00 p.m. This would be a great opportunity for the Commission to meet the staff, board members and chancellor. There will be refreshments and entertainment. (Tickets were given to the Commissioners.)

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Brown and carried to accept Mr. Pitcher's and Dr. Owens' reports.

VI. NEW BUSINESS

No new business to report.

VII. PUBLIC COMMENT

No public comments were made.

VIII. ADJOURNMENT

A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Garlington and carried for adjournment. The meeting adjourned at 6:30 p.m. The next meeting will be held on December 13, 1990, 6:00 p.m.



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2/13/90
ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown
Matt Ettinger

Ethel Gariington

Espanola Jackson
Scott Madison

SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

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DEC 1

PUBLIC LIBRARY

NOTICE OF MEETING

THURSDAY, DECEMBER 13, 1990

6:00 P.M.

1800 Oakdale Avenue, Dining Room Area
San Francisco, California

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES - NOVEMBER 28, 1990
- IV. COMMUNICATIONS
- V. REPORT - Todd Cockburn, Executive Director, CWP, or designee
- VI. ELECTION OF COMMISSION OFFICERS
- VII. REPORT OF THE AD HOC COMMITTEE
Commissioner Bobbrie Brown
- VIII. REPORT - SE CAMPUS - Dr. Juanita Owens
- IX. DISCUSSION - SECF Commission Meeting
of Wednesday, December 26, 1990
- X. NEW BUSINESS
- XI. PUBLIC COMMENT
- XII. ADJOURNMENT

SP
S72
#2
2/13/90



SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbrie Brown
Matt Ettinger

Ethel Garlington
Espanola Jackson
Scott Madison

~~MINUTES~~
THURSDAY, DECEMBER 13, 1990
6:00 P.M.
1800 Oakdale Avenue
San Francisco, California

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1990-12-13
San Francisco
PUBLIC LIBRARY

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Thursday, December 13, 1990 at 6:20 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson-Sims
Commissioner Shirley Jones
Commissioner Sululagi Palega

Excused: Commissioner Scott Madison

Others Present: John Rathsam, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Alex Mamak, Public Information Coordinator, CWP; Rufus Davis, BVHP Crime Abatement Committee; Clydenia Austin, College Ad Hoc Committee Member; George Mix, Urban League; Edward Davis, Dean, CCSF; Ella Stoneham-Brown and Willie McDowell, Staff Persons, CWP; and Liz Palega, Secretary, CCSF/SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Garlington, seconded by Commissioner Jackson-Sims and carried to adopt the minutes of November 28, 1990 with necessary corrections.

IV. COMMUNICATIONS

The following communications were submitted:

- a) Job description from the Decorative Plant Service announcing the opening for an Accounts Receivable Clerk.
- b) Letter inviting Chancellor Evan Dobelle to attend a Commission meeting.
- c) Response from Dr. William Marquis, CCSF Governing Board, regarding the permanent appointment of Dr. Juanita Owens at the Southeast Campus.
- d) Brochure of AIDS in the Workplace.

V. REPORT-TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Pitcher announced a Christmas Party in the SECF Community Room and at the Waden Library that evening.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Garlington and carried to accept Mr. Pitcher's report.

VI. ELECTION OF COMMISSION OFFICERS

Mr. Pitcher reported that he was informed by the Mayor's Office that there is a backlog of reappointments and, subsequently, the three SECF Commissioner's terms that expire on December 8, 1990 will be considered by the Mayor in the near future. He was advised to proceed with the election of officers according to the Rules of Order (copies were distributed).

ACTION: A motion was made by Commissioner Brown, seconded by Commissioner Jackson-Sims and carried that President Jones and Vice President Palega succeed for another two-year term in office.

Commissioners Jones and Palega thanked everyone for their cooperation and support during their past term of office.

VII. REPORT OF THE AD HOC COMMITTEE-COMMISSIONER BOBBIE BROWN

Commissioner Brown reported that the subcommittee met on December 5th to form work groups to make recommendations of programs the community desired. It was suggested that the stats from the survey be compiled to get an overall view of the communities needs and desires. Dr. Owens will retrieve the information and report back to Commissioners Brown and Jackson-Sims--prior to submission to the full Commission and subcommittee members.

Dr. Owens met with Commissioners Brown and Jackson-Sims on December 10th to discuss the status of the culinary program. There was discussion of immediate decisions being made by the new Chancellor. The monies that were allocated from the Kopp Bill must be spent by June of 1991 or it will be lost. The district is questioning the duplication of culinary programs because there are three already established within the district. There has not been any plans made on record that indicate the implementation of a culinary program at this facility. The Chancellor has appointed two Vice Chancellors to work with Dr. Owens on the culinary program.

There was further discussion of the desire to have credited courses, a culinary program to be implemented and running within the next few months, and offering other than remedial subjects in the allied health program. The Licensed Vocational Nursing and Nursing Assistant Programs will be implemented in February of 1991. However, the funds have not been identified specifically for ongoing allied health programs and this needs to be addressed.

It was the recommendation of Commissioners Brown and Jackson-Sims to invite the Chancellor to meet with the Commission and get an understanding of the concerns of the Commission.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Palega and carried to accept Commissioner Brown's report.

ACTION: A motion was made by Commissioner Palega, seconded by Commissioner Ettlinger and carried to forward a letter to the Mayor requesting that he send a letter to the new Chancellor relating the Commission's concerns and call for a meeting immediately with both parties.

VIII. REPORT ON SOUTHEAST CAMPUS-JUANITA OWENS

Dr. Owens was not available to give a report because of the college's Christmas Party that evening.

IX. DISCUSSION-SECF COMMISSION MEETING OF WEDNESDAY, 12/26/90

Mr. Pitcher stated that the next Commission meeting falls on the day after Christmas. He wanted to know if the Commissioners preferred moving the second monthly meeting ahead one week as opposed to meeting the day after Christmas.

ACTION: A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Garlington and carried to cancel the meeting of December 26, 1990.

X. NEW BUSINESS

No new business to report.

XI. PUBLIC COMMENT

Mr. Pitcher introduced Mr. George Mix of the Urban League and Mr. Edward Davis, Dean at City College who were present at the meeting.

XII. ADJOURNMENT

A motion was made by Commissioner Jackson-Sims, seconded by Commissioner Palega and carried for adjournment. The meeting adjourned at 6:55 p.m. The next meeting will be held on January 10, 1991, 6:00 p.m.

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SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY OF SAN FRANCISCO

ART AGNOS
Mayor

Shirley Jones
President

Sululagi Palega
Vice President

Bobbie Brown

Matt Ettinger

Ethel Garlington

Espanola Jackson

Scott Madison

~~CANCEL~~

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DEC 19 1990

SAN FRANCISCO
PUBLIC LIBRARY

DECEMBER 17, 1990

NOTICE

THERE WILL BE NO SOUTHEAST COMMUNITY FACILITY COMMISSION

MEETING ON DECEMBER 26th.

HAPPY HOLIDAYS TO ALL.

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